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National Computer Center Personnel Management Information System Design Requirements Specification Volume 1. Design Requirements and Data Dictionary

SDC Integrated Service, Inc, Research Triangle Park, N.C.

Prepared for

National Computer Center, Research Triangle Park, N.C.

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NATIONAL COMPUTER CENTER

Research Triangle Park

NORTH CAROLINA

EPA

PERSONNEL MANAGEMENT INFORMATION SYSTEM
DESIGN REQUIREMENTS SPECIFICATION

Volume 1 – Design Requirements and Data Dictionary

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During the period from May 1, 1977, through February 1, 1978, the Personnel Management Division of the Office of Planning and Management, with the assistance of SDC Integrated Services, Inc., conducted a systems analysis to determine the design requirements for an EPA Personnel Management Information System. The design was initiated by Mr. Willis Greenstreet in his letter of April 20, 1977, to Mr. Stan Williams. It called for completing the design technology proposed by an Index Systems study which would be independent of a specific computer configuration and adaptable to a Data Base Management System. This report presents: (1) processing requirements; (2) an inclusive set of reports to be produced by the system, and (3) definitions of all the input data elements needed to produce those reports

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NATIONAL COMPUTER CENTER

PERSONNEL MANAGEMENT INFORMATION SYSTEM DESIGN REQUIREMENTS SPECIFICATION

VOLUME 1

DESIGN REQUIREMENTS AND DATA DICTIONARY

Prepared for
Environmental Protection Agency
National Computer Center
Research Triangle Park, North Carolina

Contract No. 68-02-2832

March 17, 1978

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MANAGEMENT SUMMARY

During the period from May 1, 1977, through February 1, 1978, the Personnel Management Division of the Office of Planning and Management, with the assistance of SDC Integrated Services, Inc., conducted a systems analysis to determine the design requirements for an EPA Personnel Management Information System. The design was initiated by Mr. Willis Greenstreet in his letter of April 20, 1977, to Mr. Stan Williams. It called for completing the design technology proposed by an Index Systems study which would be independent of a specific computer configuration and adaptable to a Data Base Management System. This report presents: (1) processing requirements, (2) an inclusive set of reports to be produced by the system, and (3) definitions of all the input data elements needed to produce those reports.

The design represents region, laboratory, and Headquarter requirements insofar as they fall within the following set of constraints:

- The Agency's present payroll system, Departmental Integrated Personnel Services (DIPS), will continue to process the EPA payroll, related reports, and required Civil Service reports.
- The reporting requirements for a personnel system can be met independently of other Office of Program Management Systems, such as the Financial Management System.
- The design remains machine-independent for the present time.
- The data base design remains DBMS-independent for the present time.

The design requirements are divided into three volumes. Volume 1 contains the processing requirements which include the following major design features:

- Input of data by the submitting office.
- Single entry of all personnel data directed to DIPS.

- Daily editing of data input at DIPS and transmission of appropriate data to a computer facility on which the PMIS is to be executed.
- Capability for update multiple times per week.
- Overnight processing of report requests.

In addition, this volume contains a complete dictionary of the 155 data elements which comprise the PMIS data base and a Glossary containing the definition of terms used.

Volumes 2 and 3 contain a cross-reference index of the eleven Management areas for the reports developed, as well as a comprehensive discussion of each of the 170 reports. In addition, sample reports are also included.

Significant changes have been made to the Personnel Management Information System since its preliminary release on October 1, 1977. Over thirty data elements and one hundred and ten reports have been added. Included in the additional reports are all current national and production reports.

Two changes were effected in processing requirements since the preliminary release of this document. Input methodology was changed such that all input will be directed to DIPS, edited, and then passed to the CCF. Submitting offices shall have the capability to generate a sequential file for use at the Central Computer Facility, or for transmission to PDP-11/70 equipped facilities. In this manner, region/location preferred report generators and data base systems, such as SCORE, INFORM, or IRS, can be employed to meet local processing needs, as required.

This document is intentionally restricted to functional requirements. It does define input methodology; data flow; the number, location, and type of data bases comprising the system; and the requirements for updating of the data base, security, and inquiry and reporting. However, several critical decisions pending results of studies related to this project must be made prior to implementation of the system.

Primary design and/or programming decisions which must be made include the following:

- The selection of a computer facility on which PMIS is to be implemented.
- The use of an off-the-shelf data base management system, or the development of a tailor-made DBMS.
- The selection of an off-the-shelf DBMS if a tailor-made system is not used.

- The determination of communication interfaces between the CCF, DIPS, and submitting office hardware.

- The development of an efficient scheme for grouping personnel (employee records) for reporting purposes. The present organizational code/submitting office number scheme is neither efficient nor adequate for the proposed design.

Discussion of the advantages and disadvantages of these design options shall be presented in an implementation plan, which is the next step in the evolution of the system.

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1.0 SCOPE

This requirements specification establishes the performance and design characteristics for the Environmental Protection Agency's (EPA's) Personnel Management Information System (PMIS). This system shall be installed at a central computer facility and on an interfacing network of ADP equipment at fourteen regions and laboratories throughout the United States at which personnel offices are located. Personnel offices entering data have a Submitting Office Number (SON) and are known as submitting offices. Selection of Central Computer Facility (CCF) equipment will be based on several factors, including software which can best satisfy specified design requirements, implementation costs, and operating costs. The fourteen regions and laboratories are equipped with either PDP-11/70 mini-computers or Remote Job Entry devices (i.e., DATA 100 or IBM 1130 equipment).

This document provides the software design requirement specification for PMIS at the CCF, for PMIS at PDP-11/70 mini-computers, for PMIS at RJE facilities, for software interfaces between the existing PMIS hardware, and for the external interface of PMIS with the Departmental Integrated Personnel Services (DIPS) system. Background information is described as appropriate in this specification.

1.1 HISTORY OF EPA'S PERSONNEL SYSTEM

1.1.1 Origin

Since the formation of the EPA six years ago, the basis for its Personnel Management Information System has been the DIPS system, a system developed by the Department of Interior (DOI). In fact, the DIPS system was a carryover from one of the agencies out of which EPA was formed. Over the years, additional reporting requirements have been developed in a supplementary system centered around the use of SIGMA DATA's report generator system, known as the Inquiry and Reporting System (IRS), which is run at EPA's Washington Computer Center (WCC). As input, IRS uses a subset of the DIPS master file, known as the Query File, which is sent to EPA bi-weekly by the Department of Interior in conjunction with its update. Together, the two systems are commonly referred to as DIPS/OSI. (OSI stands for Optimum Systems Incorporated, the company from which EPA rented computer time.) More recently, COMNET has replaced OSI as a supplier of EPA's Washington computing requirements.

1.1.2 Improvements

Over the years, a number of significant improvements have been made in data entry, notably direct input to the DIPS computer. For most of the six years, regional/lab personnel data inputs were first collected in EPA's Washington Headquarters and then input into the DOI computer. This resulted in significant delays in updating the data base, as well as glaring inaccuracies. Also, there was some suspicion at field locations as to what was happening to the data as it sat in the OSI computer. However, little has been done to meet the growing data needs of the agency, primarily in the area of new types of data required to implement new management techniques and new congressional reporting requirements. This resulted primarily from a small data processing staff and the inability to add new data elements to the system. As a result, as many mini-personnel systems sprang up as there were regions, labs, and administrations to meet these growing needs. These systems are run on the WCC computer, and a variety of languages and approaches have been used in their implementation. The approaches range from complete FORTRAN rewrites to systems based on the Query File. In fact, DIPS/OSI (DIPS/COMNET) has been relegated to "second-class citizenship" among non-Personnel Management Division (PMD) organizations.

1.1.3 Identification of Shortcomings

During the past six years, a number of studies have been performed on EPA's data processing requirements. The first study identified the Office of Planning and Management (OPM) systems as having the greatest need for improvement. The second study identified the Personnel Management Information System (PMIS) as the system having the greatest need for improvement. Most recently, an in-depth study was performed on the DIPS/OSI PMIS by Index Systems. It was aimed, primarily, at determining the specific "reporting and manipulation features" that would satisfy management needs in a cost-effective manner. In this study, it was pointed out that the fundamental shortcoming of the so-called DIPS/OSI WCC system was that it did not satisfy Position Management and Control reporting requirements. Another major shortcoming pointed out in this study was that the data from which reports were generated were out-of-date and inaccurate. This study identified a general set of reporting requirements, along with a design approach to overcome these significant problems.

1.1.4 Current Operation

Currently, EPA's PMIS system operates as follows: New and update data sets are input directly to the Department of Interior (DOI) computer by the various EPA personnel offices throughout the country. The format and content of the data sets are defined in the DOI Automated Personnel Systems Manual. Data is input either through a PDP-11/70 or a Remote Job Entry (RJE) device depending on the specific equipment at each of the EPA submitting offices. The method of entry is either card or key-to-disk/tape. In addition to EPA, six other governmental agencies use DOI for their personnel processing. Data from the seven agencies are merged together to form a single huge data base of some 70,000 entries. Data sets are input daily, and at 8 p.m. EST each evening, the Personnel Manager System Section of the Personnel Management Division (PMD) initiates a runstream on the DOI computer which collects and edits all EPA data sets input from submitting offices.

Valid data sets are stored until the next update. Data sets that are in error are rejected and appropriate error messages sent back to the submitting office. Once every two weeks, the DIPS data base is updated with this collection of data sets by

DOI and, within a week following the update, the EPA data subset is available on the COMNET computer. The Long Query file received on tape from DOI is converted to a shortened version known as the Short Query file on the COMNET facility. In addition to the Short Query file, which contains data on all EPA employees, separate regional files are created such that a region may access only its own detailed personnel data to obtain a report. Several ancillary files containing such information as organization codes and titles are also used in the EPA system.

In addition to EPA's payroll, the Department of Interior produces tickler and pending action notices along with an alphabetical listing of employees for EPA. The Processing and System Section within PMD currently produces 30 regular reports as normal production runs. There are approximately 150 other "ad hoc" reports which are run to satisfy one-time needs. The thirty production reports consist mainly of rosters and statistical summaries. A particular region/location may use all, a few, or none of these reports depending on its needs and whether it has its own PMIS. The basis for the so-called EPA "Blue Book" is also found in these reports. Thus, the "official" Personnel Management Information System requirements are satisfied by the combination of DIPS and WCC systems.

1.2 INITIATION OF DESIGN REQUIREMENTS STUDY

This study was initiated by Mr. Willis Greenstreet in his letter to Mr. Stan Williams, dated April 20, 1977. This study was charged with the responsibility of completing the design technology as proposed in the latest Index System's study. Additional directions given for the "design requirements phase" were that the design be machine-independent and, at the same time, be adaptable to the rapidly developing technology of Data Base Management Systems. This design phase was initiated on April 28, 1977.

1.3 PROJECT APPROACH

The approach to this task consisted of six distinct phases: project orientation, data collection, data analysis, system requirements preparation, system requirements review, and final system requirements preparation.

1.3.1 Project Orientation

This task consisted of reviewing existing system documents, and reviewing previous studies prepared by Index Systems. The orientation further consisted of a series of discussions with Personnel Management staff members at RTP regarding personnel functions and reporting techniques. Finally, an explanation of the whole update process was provided by the Personnel Management System Section of the Personnel Management Division (PMD).

1.3.2 Data Collection

Many data gathering trips were taken from RTP. The object of these interviews was to identify and collect the critical design features for the new system. Documentation was also gathered which contained descriptions of the regional systems and specifications for data base descriptions and reports. In general, regional PMIS systems were documented very well. Regional interviews were held with the data processing chiefs and key members of their staffs. The Personnel Directors and various members of their staff were also interviewed. At EPA Headquarters, almost all personnel on the PMD staff were interviewed from the Division Manager through the data-entry clerk level to gather opinions, complaints, and problems. Also interviewed at EPA Headquarters were the Office of Civil Rights, Office of Research and Development, and the Financial Management Division of Resource Management to obtain insights into their systems. Figure 1-1 depicts the organizations interviewed in this study.

1.3.3 Data Analysis

This task consisted of evaluating the mass of data collected to determine if a design approach could be developed which would effectively support all personnel offices without overloading the system (i.e., the size of the reporting requirements and the diverse processing requirements were limiting factors). Significant design criteria established by the using groups were evaluated for practicality in various design configurations to

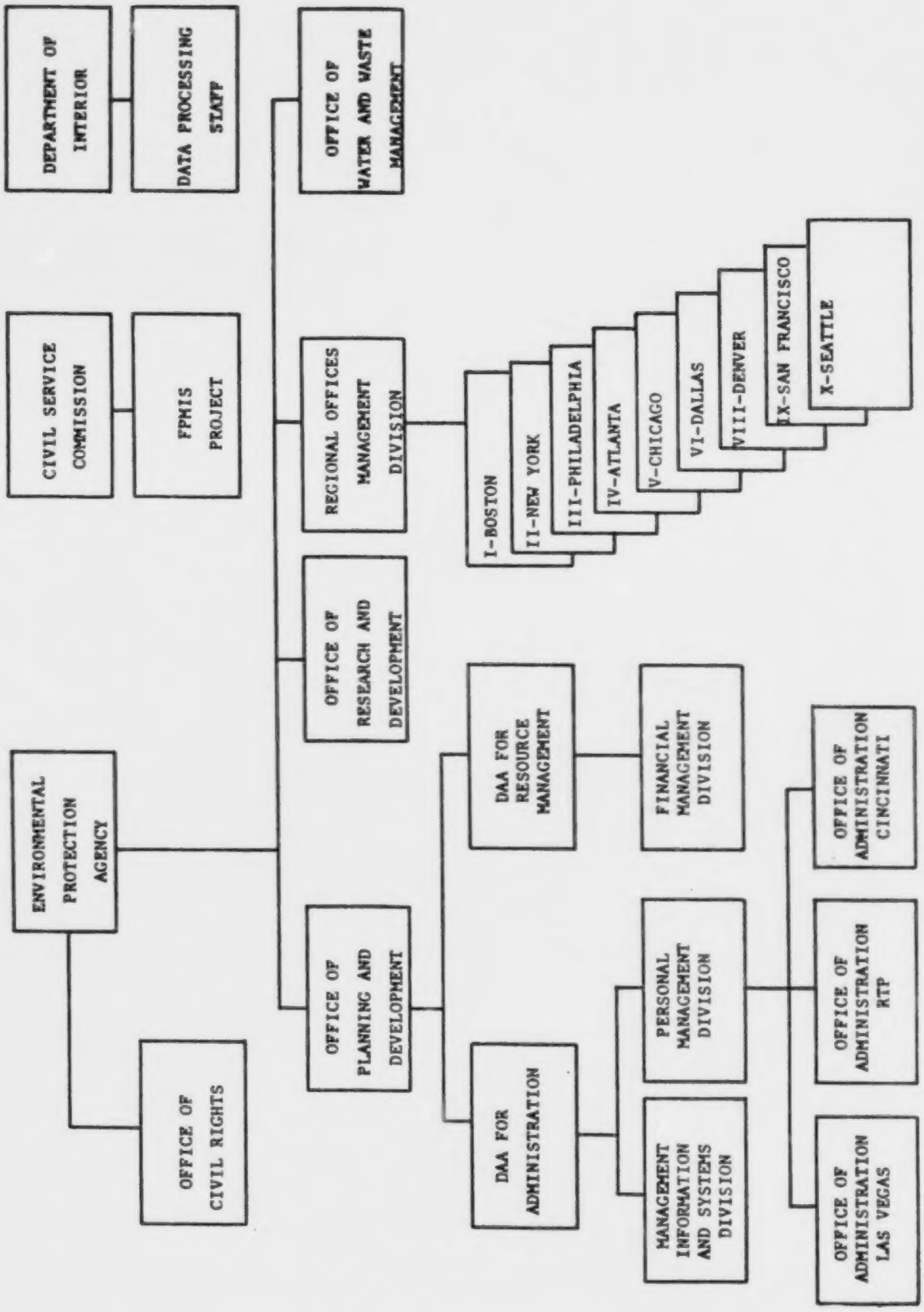
ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF CIVIL RIGHTS
OFFICE OF PLANNING AND DEVELOPMENT
OFFICE OF RESEARCH AND DEVELOPMENT
REGIONAL OFFICES MANAGEMENT DIVISION
OFFICE OF WATER AND WASTE MANAGEMENT
CIVIL SERVICE COMMISSION
FPMIS PROJECT
DEPARTMENT OF INTERIOR
DATA PROCESSING STAFF
I-BOSTON
II-NEW YORK
III-PHILADELPHIA
IV-ATLANTA
V-CHICAGO
VI-DALLAS
VIII-DENVER
IX-SAN FRANCISCO
X-SEATTLE
DAA FOR ADMINISTRATION
DAA FOR RESOURCE MANAGEMENT
FINANCIAL MANAGEMENT DIVISION
MANAGEMENT INFORMATION AND SYSTEMS DIVISION
PERSONAL MANAGEMENT DIVISION
OFFICE OF ADMINISTRATION LAS VEGAS
OFFICE OF ADMINISTRATION RTP
OFFICE OF ADMINISTRATION CINCINNATI

Figure 1-1. Organizations Interviewed in PMIS Design Project

ensure maximum utility, currency, and accuracy. For example, three significant design requirements--single source of personnel data input, overnight update of the data base, and maximum utility of PDP-11/70 equipped regions/locations--were established as being critical to meet regional needs. Similarly, it was established that having a single data base was desirable to assure data accuracy and data base integrity.

1.3.4 System Requirement Preparation

This task consisted of reporting in narrative form the conclusions resulting from the foregoing studies and analyses. Special consideration was given to input, output, and processing requirements.

1.3.5 Systems Requirements Review

A preliminary draft of this document was released to Headquarters' offices, regions, and laboratories in October. Both written and oral comments were forwarded to the PMIS design team. Additionally, several meetings were conducted during the review period at various regions and at EPA Headquarters in which the Design Requirements document was critiqued. From these comments, significant requirement trends were established and the PMIS Design Requirements document was modified accordingly. Each written comment was responded to in kind. This set of comments/responses accompanies the release of this document.

1.3.6 System Requirements Preparation

This task consisted of incorporating all significant comments received on the preliminary draft into this document. Two significant changes in processing requirements were made: some 30 odd data elements were included in the Data Dictionary and over 110 reports were added.

1.4 PROJECT OPERATIONAL PHILOSOPHY

Only EPA's basis personnel reporting requirements should be provided for in this effort. Basic reporting requirements are those which satisfy the needs of the Civil Service Commission and EPA high-level management, and which provide management interaction between PMD Headquarters and regions. The latter case means that there should be no reason for PMD or EPA Headquarters to poll regions for personnel data of any type. A graphic example of this is the recent call for EEO data from regions. It is estimated that "basic reporting requirements" will satisfy as much as 80 percent of all regional needs. It is the philosophy of this design, however, to include all the data elements necessary to satisfy individual regional needs. Examples of these data reports are FLEX Start/Stop times and employee telephone lists. Regions can and should perform programming for these local reporting requirements.

Data integrity is the responsibility of submitting offices and, ultimately, the individual employee. The system must be designed so that personnel in each of the submitting offices (regions, laboratories, and Headquarters) will be totally responsible for the accuracy, quality, and currency of data. There should be no requirement for Training Input Cards to be sent to EPA Headquarters for proofing. And, there should be no question regarding the accuracy of the "Blue Book". PMD is responsible for all reporting requirements, and submitting offices are responsible for the quality of data.

1.5 PROBLEM AREAS

1.5.1 EPA Headquarters Problems

The Personnel Management Division (PMD) and, specifically, the Personnel Management System Section are faced with resolving three basic problems in order to reestablish confidence in a central PMIS throughout the Agency. The first problem is that the data is not current. The data contained in the DIPS data base can be up to three weeks old as a result of the two-week DOI update cycle, the hand-carrying of the EPA data base from the DIPS facility to the WCC, and the minimum of three days to recreate the PMIS data files at the WCC. A regional administrator with a PDP-11 and his own Personnel System can have his data base updated in real time, and certainly has an advantage over PMD Headquarters in an evaluation process. Regional interviews stressed the importance of a current data base. A goal of this design effort is to have an overnight update capability. The EPA Administration, the Regional and Office Administration, and PMD must all work and evaluate from the same reports. When Headquarters challenges a region concerning its operation, there must be a common basis for discussion and coordination.

A second problem is that the current EPA data base does not contain all of the necessary data elements to supply the reporting needs of regions or PMD Headquarters. Currently, there is no way of expanding the personnel data base. A related problem is that current training data is contained in a separate data base which cannot be cross-referenced with the personnel data base; consequently, there have been no meaningful training reports. A second goal of this design effort is to define additional data elements to meet Agency reporting needs. Further, the data base should be capable of being expanded with minimal effort as new requirements are established.

The third major problem is that current personnel reports consist of only rosters and simple statistics. Employment turnover statistics, trend analysis, position management, and evaluation criteria are also required to provide effective management tools. A third goal of this study is to establish the design of meaningful reports.

1.5.2 Regional/Laboratory Problems

Laboratories and regions have three basic problems to be resolved. The first problem is the unnecessary cost of developing and maintaining duplicate systems. There are by count a minimum of ten separate personnel systems within EPA major organizations. It is obvious that a single comprehensive system must be more cost-effective. A goal of this design study is to reduce or eliminate the cost of development and maintenance of regional systems.

A second problem is the cost of double entry. For each regional system, there is a unique method of entry that is totally unrelated to the DIPS data base entry formats. A design goal is to eliminate the cost of multiple entry.

A third problem is to reduce the cost of reporting. This can partially be resolved at PDP-11/70-equipped regions by establishing a data base and reporting capability within that machine. The cost to the regional administrator for a PMIS capability on this machine would be practically negligible; for all intents and purposes the region owns these machines. A third goal for regions, then, is to establish a "universal" regional PDP-11/70 system in which the design, development, and installation costs can be spread across the agency by the sharing of regionally developed programs.

1.6 EXTERNAL FACTORS INFLUENCING THE DESIGN OF PMIS

1.6.1 DIPS Improvements Are Not Feasible

DIPS cannot be looked upon to provide new design capabilities for the improvement of the EPA PMIS. Several possibilities have been investigated, including new data element definitions for new report requirements and more frequent updates of the DIPS data base. DOI was not sympathetic to EPA's requirements, as one might suspect. Currently, there are only 100 spare characters out of a 50,000 character record on the DIPS systems.

DOI is reluctant to allow the use of these spares, much less perform the programming required to utilize them. Expansion of the record size is out of the question because of the cost involved. DOI believes their system is adequate as it presently exists.

The cost of frequent updates must be borne by EPA even though there are six other agencies utilizing a common data base. No other agency apparently has a need for a more frequent update. Then, too, the physical transportation of data bases on tape between DOI and EPA has led to some embarrassing problems.

1.6.2 DIPS Will Retain Payroll Responsibility

This is a constraint which has been dictated by EPA management. This portion of the system is working reasonably well, as indicated by the few complaints that have been received. A reprogramming effort could undoubtedly lead to a number of new problems that PMD (much less EPA) can do without.

Payroll information is being input separately in one data set, while personnel data is input in another. This information is combined in the DIPS files in order to successfully produce checks and reports. Payroll data can be input directly to DIPS in a satisfactory manner. Similarly, EPA employees are receiving their pay checks, retirement fund schedules, and W-2 forms on time; therefore, there is no need to tamper with this system.

1.6.3 DIPS Will Retain CSC Reporting Responsibilities

The DIPS system should continue to produce CSC-required data files and reports. The Civil Service Commission (CSC) receives most of the data it requires from EPA through DIPS. This data is in the form of files on tape in a specified format from which CSC produces reports to the Office of Management and Budget (OMB) or Congress. DIPS also delivers some hard-copy reports to the Civil Service Commission for EPA. EPA develops reports from data files within its own OSI (COMNET) system only upon special request from Congress or the Civil Service Commission.

1.6.4 Parallel Development

A new PMIS must be developed in parallel with, and without interruption to, current system operations. EPA should not be forced into a "sink or swim" position on a new PMIS, i.e., processing with a new system prior to adequate checkout. Advantage should be taken of the fact that there is an existing system which performs the basic requirements. Such a parallel operation could facilitate checkout procedures.

1.6.5 Total PMIS Responsibility

The new PMIS must have the capability for assuming all Personnel Management Information System functions. It should have expansion capability to assume all current DIPS functions including payroll. A long-term goal of EPA is to develop an independent operation; therefore, the system must be designed with the capability for expansion in which additional responsibilities can be assumed in an orderly, evolutionary manner, not all at one time. The design must take into consideration this growth potential.

1.7 OTHER FACTORS INFLUENCING PMIS DESIGN

1.7.1 Federal Personnel Management Information System (FPMIS)

Currently, the Civil Service Commission is involved in the development of a government-wide Personnel Management Information System known as FPMIS. Its estimated cost for development is between 100 and 200 million dollars. For the past two years, and presently scheduled to continue for another year, a consolidated design effort has been undertaken by literally hundreds of employees from a myriad of government agencies. More than just design is involved in the present effort, for another group is involved in standardizing definitions. A meaningful output of this activity would be a clarification of terms used by all Federal agencies. The minimum impact of FPMIS development on EPA is that, in all probability, there will be a change in reporting requirements to CSC. A maximum impact would be to adapt to this new system. EPA should be prepared to cope with the impact of FPMIS on its operations.

1.7.2 The Privacy Act of 1974

The Privacy Act of 1974 does not equate so much to secrecy of information as it does to fairness in the use of personnel information maintained on an individual. In particular, the data subject and the data holder have a mutual interest in assuring that information about the individual is used to make a determination about him or her in a fair way. Thus, the requirement for timely, relevant, accurate, and complete records comes into existence. The Act (1) establishes rules for behavior of organizations maintaining record-keeping systems on individuals, (2) gives the right to individuals to access, challenge, and correct data on themselves, and (3) provides legal sanctions for infractions of such rules by the record-keeping organizations. EPA is required to create new procedures to adapt their record-keeping procedures to these rules and to make visible for the first time many details of its record-keeping system. For instance, an employee is entitled to know everything which the data base contains relative to him or her.

Most certainly, EPA is not in compliance with many of these new rules. Specific requirements of this act include that all the data held in PMIS be made available to an employee, that an annual report be made to OMB on the use of PMIS and, for that matter, that a description of the use and accounts of the PMIS described in this document must be published in the Federal Register for a minimum of two months before an RFP is published or implementation is begun. One can see that there are some far-reaching implications for EPA.

2.0 APPLICABLE DOCUMENTATION

Where applicable, the following documents form an integral part of this specification. In the event of conflict between these documents and the content of this report, the report will take precedence.

- DBMS Design for PMIS. Letter dated April 12, 1977, from Willis Greenstreet to Sam Brown.
- PMIS Design Resources. Letter dated April 20, 1977, from Willis Greenstreet to Stan Williams.
- Implementation of Personnel Management, Information System, and Training System. Memorandum dated February 22, 1977.
- Evaluation of a DBMS for EPA's PMIS. Letter dated February 28, 1977, from Marilyn Blackwell to Larry DeBoever.
- Feasibility Study for Personnel Management Information Needs. Index Systems, Inc., February 1977.
- Review of the Office of Planning and Management ADP Systems. Index Systems, Inc., April 1, 1976.
- Automated Personnel Systems Manual. United States Department of the Interior, May 26, 1976.

3.0 REQUIREMENTS

This section contains the performance, design, and interface requirements for EPA's Personnel Management Information System. The stated requirements specify the computer program design limitations. The key topics presented in this section are as follows:

- Paragraph 3.1 provides computer program definitions and a general description of system segments and data bases.
- Paragraph 3.2 specifies the functional relationship to system hardware and other computer programs.
- Paragraph 3.3 describes data input requirements.
- Paragraph 3.4 details the PMIS functional requirements.
- Paragraph 3.5 describes the report requirements.

3.1 COMPUTER PROGRAM DEFINITION AND GENERAL DESCRIPTION

3.1.1 Computer Program Definition

PMIS is subdivided into three major areas - Data Input Software, Data Base Maintenance Software, and Inquiry and Reporting Software.

- The Data Input area shall control the input, editing, and distribution of personnel data to the data base(s).
- The Data Base Maintenance area shall control the update, access, and physical security of the data base(s).
- The Inquiry and Report area shall control the access, retrieval, and report preparation and output of personnel data.

3.1.2 System Overview

3.1.2.1 Software Segment - General Description

The PMIS shall consist of three software segments residing in each of the three major hardware components: the DIPS system, the CCF, and regional (laboratory) processing systems of various types and capabilities. The input required to initiate or update an entry in any of the three types of data bases which comprise PMIS shall be accomplished with a single entry and in a format which shall be compatible with the current DIPS input formats. (New data elements shall be entered as an extension of the present card format.) All data sets shall be transmitted via a communications link to DIPS.

The current DIPS edit function shall be modified to distinguish between strictly DIPS data elements and the PMIS element extension. DIPS shall be capable of performing edits, as it currently does on the DIPS elements. A successful edit shall result in the creation of two data sets, one for the DIPS system (as currently occurs), and another for PMIS. A PMIS data set shall contain all data elements contained in the source entry, while the DIPS data set shall contain only DIPS-defined elements. DIPS data sets shall be included in the file used during the MAIN PAY update of the DIPS data base. PMIS data sets shall be included in a file for periodic transmission to the CCF computer. When the DIPS portion of a transaction is found to be in error by the DIPS edit function, the complete transaction shall be rejected and appropriate error messages transmitted to the submitting office. (Note that the DIPS edit function is wholly an EPA function. No other agency for which DOI is performing personnel processing is using this function.)

3.1.2.2 Data Bases

The PMIS shall have three types of data bases: DIPS, CCF PMIS, and regional sequential. The DIPS data base shall provide the DIPS system with data to perform payroll processing and its related reporting functions (e.g., W-2 forms, retirement status, tickler notices). The contents of the DIPS data base shall be described in the DIPS manual.

The CCF PMIS data base shall be a composite data base for all of EPA, including Headquarters, regions, and other locations/ laboratories. The structure of this data base shall be determined by the particular system used for PMIS implementation. Factors influencing the design include the cost of updating and retrieval, timing, etc. Maximum efficiency and utilization shall be stressed. The CCF PMIS data base shall include all the data described in this document which consists of the DIPS input, all the data required for the new reports identified in this specification, and all the data required for region-unique reports. PMD Headquarters shall be capable of accessing the entire composite data base; regions and laboratories shall be capable of accessing only the data relating to their office. Thus, individual submitting offices shall also be capable of using the same programs used by the Personnel Systems Section of PMD. They shall also have the capability to develop their own programs to be used to generate regional reports to be run against their own data in the CCF PMIS data base to satisfy any unique requirements using the CCF system.

The regional/laboratory data bases shall consist of a small subset of the CCF PMIS data base. A record shall consist of approximately 150 characters. The exact content of the data base shall be determined by the local reporting requirements. Only data on personnel assigned to the region/laboratory shall be included in these data bases. The regional/laboratory data bases shall be created from the CCF PMIS data base upon request by the region/laboratory in a format acceptable to a preferred reporting system such as SCORE or IRS. Upon request, the regional data base shall be transmitted to a region/laboratory for use on its own PDP-11/70 using a DBMS system such as INFORM. The regional/laboratory data base shall be capable of being created periodically, and upon request, preferably just after the CCF PMIS data base has been created.

The capability to compare DIPS and CCF PMIS data base contents either automatically or by a manual method shall be provided. The automatic method shall provide exception listings for common data elements between DIPS and CCF, and between CCF and regional/locational data bases. If a manual method is selected, the printout shall be a "side-by-side" listing for common data elements. (The DIPS data base shall not be used as input to the new PMIS system; it shall only be used for reporting as described herein.)

3.2 INTERFACE REQUIREMENTS

The PMIS shall operate on the EPA CCF computer, on PDP-11/70 mini-computers, and on Remote Job Entry devices. There shall be internal data interfaces between these devices. The establishment of the methods used in a particular interface shall depend on the computer programs and equipment involved and shall be defined in detail in the PMIS Computer Program Development Specifications (detailed design). PMIS shall also have an external interface with the Department of Interior Personnel System (DIPS). The external and internal interfaces shall be based on DIPS requirements.

3.2.1 Interface Block Diagrams

The block diagrams presented in Figures 3-1, 3-2, and 3-3 depict the various interfaces associated with the PMIS. These diagrams list the information items transferred across the various interfaces.

3.2.2 Detailed Interface Requirements

PMIS shall reside in a computer at EPA CCF, in PDP-11/70 mini-computers, and in Remote Job Entry facilities. Each of the Remote Job Entry facilities shall have external interfaces with the DIPS. Internal interfaces shall exist between the CCF and key-to-disk/tape RJE devices, and reader RJE devices and PDP-11/70 mini-computers.

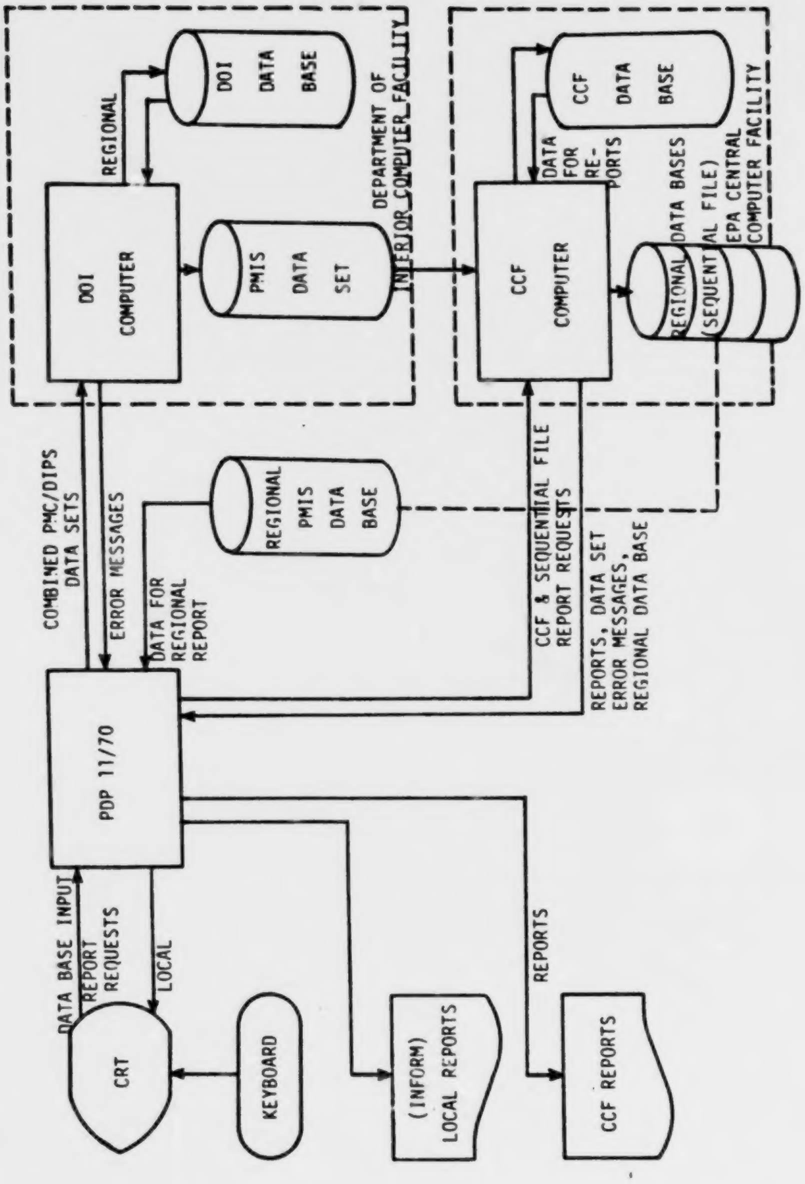

Figure 3-1. PDP-11/70 to DIPS/CCF Interfaces

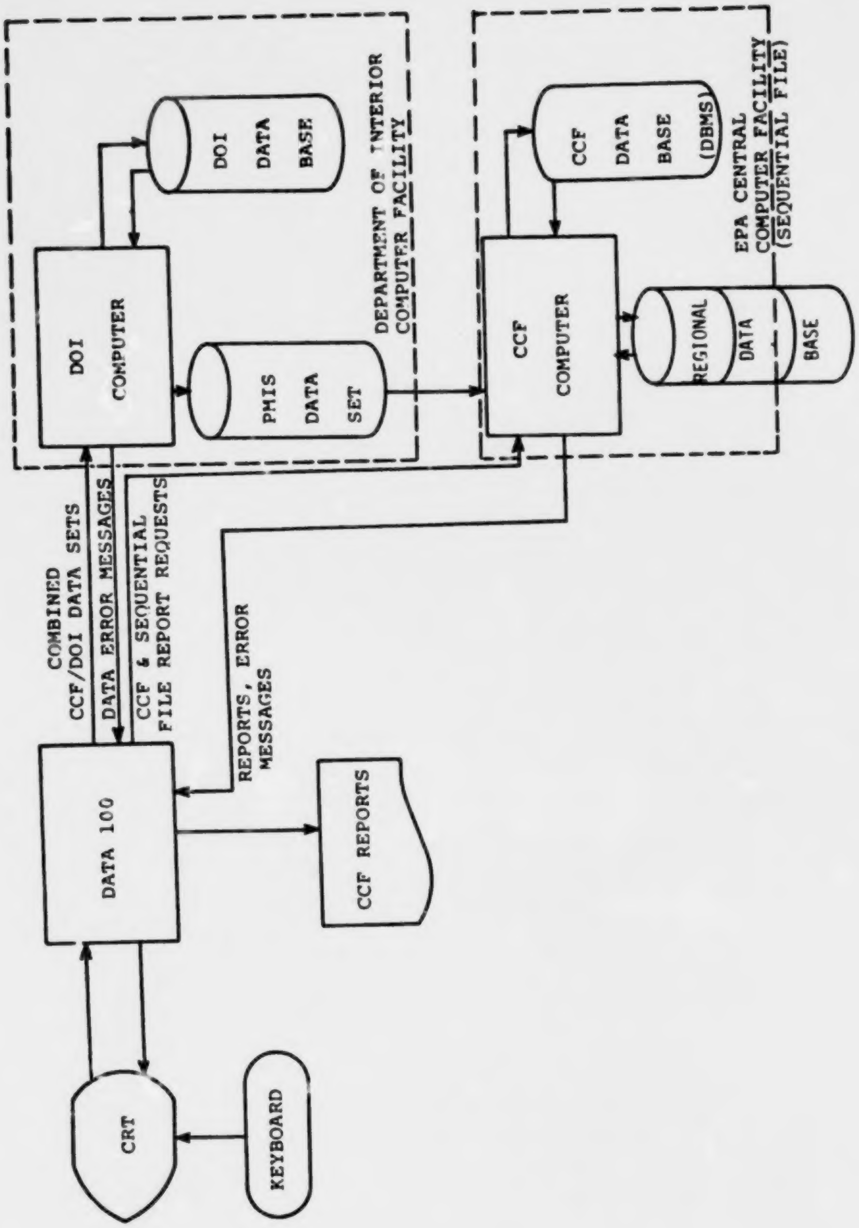

Figure 3-2. Key-to-Disk/Tape RJE to DIPS/CCF Interface

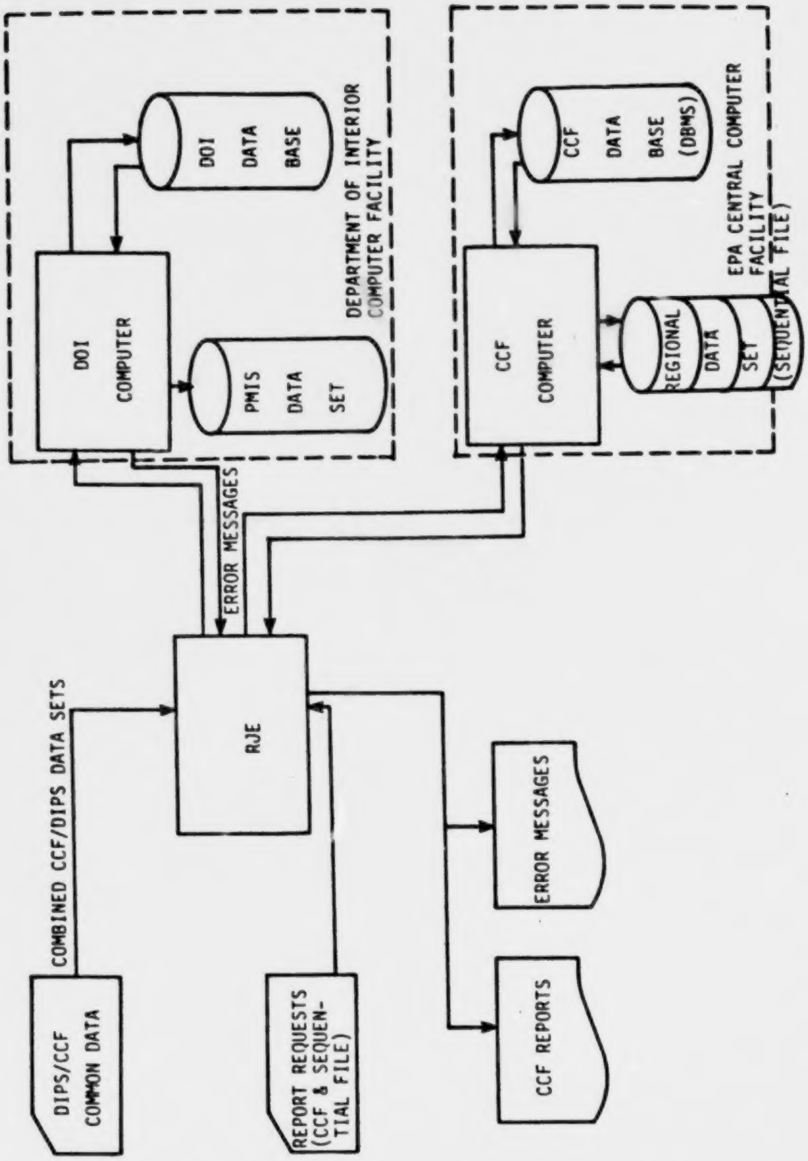
DEPARTMENT OF INTERIOR COMPUTER FACILITY
DOI COMPUTER
DOI DATA BASE
PMIS DATA SET
EPA CENTRAL COMPUTER FACILITY
CCF COMPUTER
CCF DATA BASE (DBMS)
REGIONAL DATA SET (SEQUENTIAL FILE)
ERROR MESSAGES
RJE
COMBINED CCF/DIPS DATA SETS
DIPS/CCF COMMON DATA
REPORT REQUESTS (CCF & SEQUENTIAL FILE)
ERROR MESSAGES
CCF REPORTS

Figure 3-3. Card Reader RJE to DIPS/CCF Interface

3.2.2.1 DIPS/PMIS Interface

Each of the Remote Job Entry facilities in PMIS shall be capable of inputting personnel data to the DIPS system as specified in Paragraph 3.4 of this document. These devices must be capable of receiving and printing information and error messages from DIPS. The PMIS CCF facility shall have the capability of generating data files for data input to DIPS. The data in these files is now being input directly to DIPS in card formats other than the 5-card personnel set from regions/locations. For the PMIS implementation, these data are included in the DIPS/PMIS composite data set. An example of such is the training data.

3.2.2.2 PDP-11/70/CCF, Key-to-Disk/Tape RJE Facilities/CCF, and Card Reader RJE/CCF Interfaces

These three types of facilities shall be capable of inputting personnel data sets and requests for report generation from the CCF computer. These facilities shall also have the capability to print informational and error messages and reports received from the CCF computer. PDP-11/70 mini-computers shall be capable of requesting the generation of regional personnel sequential files for use at the CCF or transmission back to the region.

3.3 DATA ELEMENT REQUIREMENTS

Data input requirements specifications are detailed in the Data Dictionary (the last section in Volume 1). All elements identified therein shall be capable of being entered on any of the input media. A scheme for individual data element identification shall be based on the DIPS requirements. Input element requirements are based on the DIPS manual. All elements found therein have been included in this data base regardless of whether or not they are used in either the CCF or regional data base. All of these items are now included on the five-card DIPS data sets and are being input to DIPS. The CCF data base shall include all DIPS personnel-related items, plus any PMIS-unique items resulting from new report requirements. The regional/locational data base shall consist of a subset of the total CCF PMIS data base and shall include all data items required for regional needs, specifically those for reports peculiar to that site or region. Figures 3-4 through 3-6 contain sorts of data elements alphabetically, by DIPS element number and by source document.

Additional files of data beyond personnel data shall also be required to support the PMIS. These tables shall contain such information as series titles, organizational titles, and organizational structures. This necessary data shall be defined during the implementation phase. It has not been included in this document, as it is not part of any input required of the personnel office.

```
---
•  ELEMENT
•••
•  ACADEMIC DISCIPLINE.
•  ADD TERM CODE
•  ADVERSE ACTION DATE
•  ADVERSE ACTION TYPE
•  ALIEN RESIDENT/NON-RESIDENT.
•  ANNUITY
•  APPOINTMENT AFFIDAVITS DATE
•  APPORTIONED
•  AUTHENTICATION DATE
•  AUTHORIZED POSITION
•  AWARD
•  AWARD DATE
•  AWARD RECIPIENT
•  AWARD STATUS
•  AWARD STATUS DATE
•  AWARD TYPE
•  AWARD-SUGGESTION NUMBER
•  AWARD, AMOUNT OF INTANGIBLE BENEFIT
•  AWARD, AMOUNT OF TANGIBLE BENIFIT
•  BIRTHDATE
•  BUREAU CODE
•  BUSINESS TELEPHONE NUMBER
•  CAREER OR QUALIFYING SERVICE BEGINNING DATE
•  CITIZENSHIP
•  CIVIL SERVICE AUTHORITY
•  COLA/DIFFERENTIAL
•  COMM NUMBER
•  COMPETITIVE LEVEL
•  COUNTED/NOT COUNTED
•  DATE ENTERED PRESENT POSITION
•  DEPARTMENTAL/FIELD
•  DESIGNATED AGENT NO.
•  DUTY STATION LOCATION CODE
•  EDUCATIONAL LEVEL
•  EMPLOYEE ASSOCIATED BARGANING UNIT
•  EMPLOYEE BARGANING UNIT EXCLUSION
•  EMPLOYEE CITY AND STATE
•  EMPLOYEE MAIL DROP CODE
•  EMPLOYEE ROOM NUMBER
•  EMPLOYEE STREET ADDRESS
•  EMPLOYING OFFICE LOCATION CODE
•  EMPLOYMENT OBLIGATION
•  ENTRANCE ON DUTY DATE
•  ETHNIC ORIGIN
•  EXD, EXPERIENCE EPA ORGANIZATIONAL
•  EXD, EXPERIENCE LENGTH & AWARDS
```

Figure 3-4. Alphabetic Sort of Data Elements (Page 1 of 4)

- EXD, EXPERIENCE TYPE
- EXD, SELECT TRAINING NEED-FIRST PRIORITY
- EXD, SELECTED FOR PARTICIPATION IN EXECUTIVE DEV PROGRAM
- EXD, SELECTED TRAINING NEED-SECOND PRIORITY
- EXD, SELECTED TRAINING NEED-THIRD PRIORITY
- FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)
- FILE LOCATION
- FIXED ACCOUNT NUMBER
- FLEX END TIME
- FLEX START TIME
- FRACTIONAL PART
- FROM AGENCY
- FUNCTIONAL CATEGORY
- GRADE OR LEVEL
- HANDICAP
- HEALTH BENEFITS
- HOME TELEPHONE NUMBER
- IPA STATUS
- LAST EQUIVALENT INCREASE DATE
- LAST GRADE PROMOTION DATE
- LAST PERFORMANCE RATING DATE
- LEAVE ELIGIBILITY
- LEAVE TRANSFER
- LIMITATIONS
- LUMP-SUM ELIGIBILITY
- LUNCH LENGTH
- MASTER ITEM NO.
- MINORITY GROUP DESIGNATION
- NAME OF EMPLOYEE
- NATURE OF ACTION
- OCCUPATION CODE
- ORGANIZATION CODE
- ORGANIZATIONAL TITLE OF POSITION
- OVERTIME-FLSA
- PART-TIME HOURS
- PAY BASIS
- PAY PLAN
- PAY RATE DETERMINANT
- PERFORMANCE RATING
- PERMANENT/OTHER
- POSITION CATEGORY
- POSITION CREATION DATE
- POSITION DESCRIPTION IDENTIFIER
- POSITION END DATE
- POSITION NUMBER
- POSITION OCCUPANT
- POSITION OCCUPIED
- POSITION QUOTA OR NONQUOTA

Figure 3-4. Alphabetic Sort of Data Elements (Page 2 of 4)

- POSITION SENSITIVITY
- POSITION STATUS
- POSITION STATUS DATE
- POSITION TENURE
- POSITION VACATED DATE
- PROBATIONARY PERIOD BEGINNING DATE
- QUIT CODE
- REGION LOCATION
- REGIONAL STATUS CODE
- REMARKS
- RETIRED STATUS
- RETIREMENT SYSTEM
- SALARY OR PAY RATE
- SELECTED FOR UPWARD MOBILITY.
- SEPARATION CODE.
- SEPARATION DATE.
- SERVICE COMPUTATION DATE (LEAVE)
- SERVICE COMPUTATION DATE (RIF)
- SERVICE YEAR BEGINS
- SEX
- SHIFT CODE - SECOND SHIFT INCREMENT OR FIXED OVERTIME RATE
- SHIFT CODE - THIRD SHIFT RATE
- SHIFT CODE - TYPE
- SHORTAGE CATEGORY CODE
- SHREDOUT CODE
- SOCIAL SECURITY NUMBER
- SPECIAL EMPLOYMENT
- SPECIAL INTEREST.
- SPECIAL PROGRAM INDENTIFIER
- STANDBY & ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PAY
- STATE PROVED
- STEP OR RATE
- SUBMITTING OFFICE NUMBER
- SUMMER APPOINTMENT
- SUPERVISOR/NON-SUPERVISOR
- TENURE GROUP
- TICKLER CODE
- TICKLER DATE
- TITLE
- TO AGENCY
- TRAINING COURSE COMPLETION DATE.
- TRAINING COURSE COSTS-OTHERS
- TRAINING COURSE EVALUATION SUBMITTED INDICATOR
- TRAINING COURSE IDENTIFICATION.
- TRAINING COURSE PYMT ARRANGEMENTS MADE
- TRAINING COURSE START DATE
- TRAINING COURSE STATUS

Figure 3-4. Alphabetic Sort of Data Elements (Page 3 of 4)

- TRAINING COURSE TITLE.
- TRAINING DUTY HOURS.
- TRAINING NON-DUTY HOURS.
- TRAINING ORDER NUMBER
- TRAINING PER DIEM COSTS.
- TRAINING PURPOSE.
- TRAINING SCHOOL
- TRAINING SOURCE.
- TRAINING TRAVEL COSTS.
- TRAINING TYPE.
- TRAINING/MATERIALS/BOOKS
- TRAINING/TUITION/FEES
- TYPE OF APPOINTMENT
- VETERAN PREFERENCE
- WGI CONTROL CODE
- WORK SCHEDULE
- YEAR OF HIGHEST DEGREE

Figure 3-4. Alphabetic Sort of Data Elements (Page 4 of 4)

```
*  ELEMENT                                            DIPS
***
*  ETHNIC ORIGIN                                      TBD -NEW
*  EMPLOYEE BARGANING UNIT EXCLUSION                  000 -NEW
*  ADVERSE ACTION TYPE                                000 -NEW
*  AWARD, AMOUNT OF INTANGIBLE BENEFIT                000 -NEW
*  ADVERSE ACTION DATE                                000 -NEW
*  EMPLOYEE ASSOCIATED BARGANING UNIT                 000 -NEW
*  AWARD DATE                                         000 -NEW
*  AWARD-SUGGESTION NUMBER                            000 -NEW
*  AWARD, AMOUNT OF TANGIBLE BENIFIT                  000 -NEW
*  AWARD RECIPIENT                                    000 -NEW
*  AWARD TYPE                                         000 -NEW
*  AWARD STATUS                                       000 -NEW
*  AWARD STATUS DATE                                  000 -NEW
*  IPA STATUS                                         000 -NEW
*  POSITION VACATED DATE                              000 -NEW
*  POSITION DESCRIPTION IDENTIFIER                    000 -NEW
*  TRAINING COURSE COMPLETION DATE.                   000 -NEW
*  AUTHORIZED POSITION                                000 -NEW
*  EXD, SELECTED TRAINING NEED-SECOND PRIOR           000 -NEW
   ITY
*  EXD, SELECTED TRAINING NEED-THIRD PRIORI           000 -NEW
   TY
*  POSITION END DATE                                  000 -NEW
*  EMPLOYEE STREET ADDRESS                            000 -NEW
*  SEX                                                000 -NEW
*  HOME TELEPHONE NUMBER                              000 -NEW
*  POSITION STATUS DATE                               000 -NEW
*  EXD, EXPERIENCE EPA ORGANIZATIONAL                 000 -NEW
*  REGION LOCATION                                    000 -NEW
*  COMM NUMBER                                        000 -NEW
*  TRAINING COURSE IDENTIFICATION.                    000 -NEW
*  TRAINING COURSE TITLE.                             000 -NEW
*  TRAINING DUTY HOURS.                               000 -NEW
*  TRAINING SCHOOL                                    000 -NEW
*  SELECTED FOR UPWARD MOBILITY.                      000 -NEW
*  EXD, SELECTED FOR PARTICIPATION IN EXECU           000 -NEW
   TIVE DEV PROGRAM
*  SEPARATION CODE.                                   000 -NEW
*  SEPARATION DATE.                                   000 -NEW
*  TRAINING TYPE.                                     000 -NEW
*  EMPLOYEE CITY AND STATE                            000 -NEW
*  EMPLOYEE MAIL DROP CODE                            000 -NEW
*  EMPLOYEE ROOM NUMBER                               000 -NEW
*  POSITION STATUS                                    000 -NEW
*  EXD, EXPERIENCE TYPE                               000 -NEW
*  TRAINING COURSE COSTS-OTHERS                       000 -NEW
*  LUNCH LENGTH                                       000 -NEW
```

Figure 3-5. Data Element Sort by DIPS Element Number (Page 1 of 4)

• REGIONAL STATUS CODE	000 -NEW
• TRAINING COURSE START DATE	000 -NEW
• EXD, EXPERIENCE LENGTH & AWARDS	000 -NEW
• EXD, SELECT TRAINING NEED-FIRST PRIORITY	000 -NEW
• REMARKS	000 -NEW
• SPECIAL INTEREST.	000 -NEW
• FLEX END TIME	000 -NEW
• TRAINING NON-DUTY HOURS.	000 -NEW
• POSITION OCCUPANT	000 -NEW
• POSITION CREATION DATE	000 -NEW
• BUSINESS TELEPHONE NUMBER	000 -NEW
• FLEX START TIME	000 -NEW
• TRAINING/MATERIALS/BOOKS	000 -NEW
• TRAINING/TUITION/FEES	000 -NEW
• TRAINING ORDER NUMBER	000 -NEW
• TRAINING COURSE EVALUATION SUBMITTED INDICATOR	000 -NEW
• MASTER ITEM NO.	000 -NEW
• TRAINING COURSE STATUS	000 -NEW
• TRAINING TRAVEL COSTS.	000 -NEW
• TRAINING SOURCE.	000 -NEW
• TRAINING COURSE PYMT ARRANGEMENTS MADE	000 -NEW
• TRAINING PURPOSE.	000 -NEW
• TRAINING PER DIEM COSTS.	000 -NEW
• BUREAU CODE	001
• SOCIAL SECURITY NUMBER	002
• TITLE	004
• ORGANIZATION CODE	005
• NAME OF EMPLOYEE	005
• DUTY STATION LOCATION CODE	006
• PAY PLAN	010
• PAY BASIS	011
• FRACTIONAL PART	012
• SALARY OR PAY RATE	013
• SHORTAGE CATEGORY CODE	014
• PAY RATE DETERMINANT	015
• STANDBY & ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PAY	016
• COLA/DIFFERENTIAL	017
• PART-TIME HOURS	019
• SHIFT CODE - TYPE	020
• SHIFT CODE - SECOND SHIFT INCREMENT OR FIXED OVERTIME RATE	021
• SHIFT CODE - THIRD SHIFT RATE	022
• RETIRED STATUS	023
• GRADE OR LEVEL	025
• STEP OR RATE	026
• OVERTIME-FLSA	038
• LAST EQUIVALENT INCREASE DATE	100

Figure 3-5. Data Element Sort by DIPS Element Number (Page 2 of 4)

• WGI CONTROL CODE	101
• LUMP-SUM ELIGIBILITY	120
• LIMITATIONS	130
• SERVICE YEAR BEGINS	137
• DESIGNATED AGENT NO.	176
• RETIREMENT SYSTEM	200
• FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)	201
• HEALTH BENEFITS	207
• ANNUITY	38-41
• LEAVE ELIGIBILITY	500
• LEAVE TRANSFER	501
• SERVICE COMPUTATION DATE (LEAVE)	502
• FIXED ACCOUNT NUMBER	651
• POSITION NUMBER	680
• ORGANIZATIONAL TITLE OF POSITION	683
• DEPARTMENTAL/FIELD	684
• OCCUPATION CODE	685
• POSITION TENURE	688
• POSITION OCCUPIED	689
• POSITION CATEGORY	690
• POSITION SENSITIVITY	691
• COMPETITIVE LEVEL	692
• SUPERVISOR/NON-SUPERVISOR	693
• POSITION QUOTA OR NONQUOTA	694
• DATE ENTERED PRESENT POSITION	695
• NATURE OF ACTION	700
• SHREDOUT CODE	701
• ADD TERM CODE	702
• APPOINTMENT AFFIDAVITS DATE	705
• AUTHENTICATION DATE	706
• TYPE OF APPOINTMENT	707
• CIVIL SERVICE AUTHORITY	708
• BIRTHDATE	709
• VETERAN PREFERENCE	710
• TENURE GROUP	711
• HANDICAP	712
• CITIZENSHIP	713
• ALIEN RESIDENT/NON-RESIDENT.	714
• WORK SCHEDULE	715
• SPECIAL EMPLOYMENT	716
• EMPLOYMENT OBLIGATION	718
• APPORTIONED	719
• STATE PROVED	720
• FROM AGENCY	721
• PERMANENT/OTHER	722
• SUBMITTING OFFICE NUMBER	723
• EMPLOYING OFFICE LOCATION CODE	724
• FILE LOCATION	725

Figure 3-5. Data Element Sort by DIPS Element Number (Page 3 of 4)

ENTRANCE ON DUTY DATE	726
LAST GRADE PROMOTION DATE	727
SUMMER APPOINTMENT	727
SERVICE COMPUTATION DATE (RIF)	728
PERFORMANCE RATING	729
LAST PERFORMANCE RATING DATE	730
QUIT CODE	731
TO AGENCY	732
PROBATIONARY PERIOD BEGINNING DATE	734
CAREER OR QUALIFYING SERVICE BEGINNING DATE	736
COUNTED/NOT COUNTED	740
MINORITY GROUP DESIGNATION	743
TICKLER CODE	770
TICKLER DATE	771
EDUCATIONAL LEVEL	850
YEAR OF HIGHEST DEGREE	850
ACADEMIC DISCIPLINE.	850
FUNCTIONAL CATEGORY	868
SPECIAL PROGRAM INDENTIFIER	991
AWARD	994

Figure 3-5. Data Element Sort by DIPS Element Number (Page 4 of 4)

```
---
•  ELEMENT                                        SOURCE
•••
•  ORGANIZATIONAL TITLE OF POSITION               ADMINISTRATIVE OFFIC
                                                  E TO WHICH EMPLOYEE
                                                  ASSIGNED
•  POSITION END DATE                              ADVICE OF ALLOWANCE
•  POSITION CREATION DATE                         ADVICE OF ALLOWANCE
•  BUREAU CODE                                    ASSIGNED BY CSC
•  POSITION STATUS DATE                           COMPUTED
•  SEX                                            COMPUTED
•  LAST GRADE PROMOTION DATE                      COMPUTER GENERATED
•  COUNTED/NOT COUNTED                            COMPUTER GENERATED
•  SERVICE COMPUTATION DATE (RIF)                 DD-214/SF-52/SF-75
•  SERVICE COMPUTATION DATE (LEAVE)               DD-214/SF-52/SF-75/F
                                                  ROM FOLDER WHEN BREA
                                                  K IN SERVICE
•  MASTER ITEM NO.                                DIPS MANUAL
•  EXD, EXPERIENCE TYPE                           EPA HQTR FORM 3140-1
                                                  0
•  EXD, EXPERIENCE EPA ORGANIZATIONAL             EPA HQTR FORM 3140-1
                                                  0
•  EXD, SELECT TRAINING NEED-FIRST PRIORITY       EPA HQTR FORM 3140-1
                                                  0
•  EXD, SELECTED TRAINING NEED-SECOND PRIOR       EPA HQTR FORM 3140-1
   ITY                                            0
•  EXD, SELECTED TRAINING NEED-THIRD PRIORI       EPA HQTR FORM 3140-1
   TY                                             0
•  EXD, EXPERIENCE LENGTH & AWARDS                EPA HQTR FORM 3140-1
                                                  0
•  AWARD-SUGGESTION NUMBER                        EPA 3130
•  AWARD RECIPIENT                                EPA 3130
•  AWARD STATUS                                   EPA 3130
•  AWARD STATUS DATE                              EPA 3130
•  AWARD TYPE                                     EPA 3130
•  AWARD, AMOUNT OF TANGIBLE BENIFIT              EPA 3130-4
•  AWARD, AMOUNT OF INTANGIBLE BENEFIT            EPA 3130-4
•  LAST PERFORMANCE RATING DATE                   EPA 3160-4
•  EMPLOYMENT OBLIGATION                          EPA-3100-1
•  AWARD DATE                                     EPA-3130
•  PERFORMANCE RATING                             EPA-3160-4
•  ORGANIZATION CODE                              FROM OFFICIAL ORG. C
                                                  ODE BOOK
•  COMPETITIVE LEVEL                              LOCAL SUBMITTING OFF
                                                  ICE
•  AWARD                                          MEMO
•  POSITION QUOTA OR NONQUOTA                     NOT CURRENTLY USED
•  FLEX END TIME                                  REGIONAL PMIS SUPPLE
                                                  MENTAL DATA FORM
```

Figure 3-6. Element Sort by Source Input (Page 1 of 4)

• REGIONAL STATUS CODE	REGIONAL PMIS SUPPLEMENTAL DATA FORM
• LUNCH LENGTH	REGIONAL PMIS SUPPLEMENTAL DATA FORM
• COMM NUMBER	REGIONAL PMIS SUPPLEMENTAL DATA FORM
• BUSINESS TELEPHONE NUMBER	REGIONAL PMIS SUPPLEMENTAL DATA FORM
• REGION LOCATION	REGIONAL PMIS SUPPLEMENTAL DATA FORM
• FLEX START TIME	REGIONAL PMIS SUPPLEMENTAL DATA FORM
• TRAINING COURSE EVALUATION SUBMITTED INDICATOR	SF-170
• TRAINING COURSE START DATE	SF-170
• TRAINING COURSE PYMT ARRANGEMENTS MADE	SF-170
• TRAINING COURSE COSTS-OTHERS	SF-170 (ITEM # 21C)
• TRAINING ORDER NUMBER	SF-170 (ITEM 8)
• TRAINING COURSE STATUS	SF-170 (MODIFIED)
• TRAINING/MATERIALS/BOOKS	SF-170.
• TRAINING SCHOOL	SF-170.
• SPECIAL INTEREST.	SF-170.
• TRAINING PER DIEM COSTS.	SF-170.
• TRAINING NON-DUTY HOURS.	SF-170.
• TRAINING COURSE COMPLETION DATE.	SF-170.
• TRAINING COURSE IDENTIFICATION.	SF-170.
• TRAINING DUTY HOURS.	SF-170.
• TRAINING COURSE TITLE.	SF-170.
• TRAINING TRAVEL COSTS.	SF-170.
• TRAINING/TUITION/FEES	SF-170.
• TRAINING TYPE.	SF-170.
• TRAINING SOURCE.	SF-170.
• SOCIAL SECURITY NUMBER	SF-171
• YEAR OF HIGHEST DEGREE	SF-171
• RETIRED STATUS	SF-171
• HOME TELEPHONE NUMBER	SF-171
• NAME OF EMPLOYEE	SF-171
• TITLE	SF-171
• ANNUITY	SF-171 ITEM 36
• BIRTHDATE	SF-171 ITEM 9
• APPORTIONED	SF-171 PAGE 1
• EDUCATIONAL LEVEL	SF-171 (ITEM # 22)
• ACADEMIC DISCIPLINE.	SF-171 (ITEM # 22)
• VETERAN PREFERENCE	SF-171/DD-214
• FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)	SF-176
• TRAINING PURPOSE.	SF-176
• HANDICAP	SF-256
• HEALTH BENEFITS	SF-2809

Figure 3-6. Element Sort by Source Input (Page 2 of 4)

LAST EQUIVALENT INCREASE DATE	SF-50
ADVERSE ACTION TYPE	SF-52
SELECTED FOR UPWARD MOBILITY.	SF-52
AUTHENTICATION DATE	SF-52
SHIFT CODE - THIRD SHIFT RATE	SF-52
ADD TERM CODE	SF-52
AUTHORIZED POSITION	SF-52
ETHNIC ORIGIN	SF-52
CAREER OR QUALIFYING SERVICE BEGINNING DATE	SF-52
POSITION VACATED DATE	SF-52
SHIFT CODE - SECOND SHIFT INCREMENT OR FIXED OVERTIME RATE	SF-52
POSITION DESCRIPTION IDENTIFIER	SF-52
EMPLOYEE STREET ADDRESS	SF-52
EMPLOYING OFFICE LOCATION CODE	SF-52
PERMANENT/OTHER	SF-52
STATE PROVED	SF-52
EMPLOYEE ASSOCIATED BARGANING UNIT	SF-52
SUBMITTING OFFICE NUMBER	SF-52
LUMP-SUM ELIGIBILITY	SF-52
IPA STATUS	SF-52
TYPE OF APPOINTMENT	SF-52
TENURE GROUP	SF-52
TO AGENCY	SF-52
EMPLOYEE BARGANING UNIT EXCLUSION	SF-52
TICKLER DATE	SF-52
FROM AGENCY	SF-52
TICKLER CODE	SF-52
DEPARTMENTAL/FIELD	SF-52
STEP OR RATE	SF-52
EMPLOYEE CITY AND STATE	SF-52
POSITION CATEGORY	SF-52
POSITION OCCUPANT	SF-52
QUIT CODE	SF-52 - (PART III)
SUMMER APPOINTMENT	SF-52 (BASED ON AUTHORIZATION)
SHORTAGE CATEGORY CODE	SF-52 (BASED ON OCCUPATION CODE)
STANDBY & ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PAY	SF-52 (BASED ON POSITION)
LEAVE ELIGIBILITY	SF-52 (BASED ON TYPE OF APPOINTMENT)
WORK SCHEDULE	SF-52 (BASED ON TYPE OF APPOINTMENT)
SERVICE YEAR BEGINS	SF-52 (EFFECTIVE DATE)
FRACTIONAL PART	SF-52 (FORM TITLE)

Figure 3-6. Element Sort by Source Input (Page 3 of 4)

• PART-TIME HOURS	SF-52 (FROM NATURE OF ACTION APPEARS IN REMARKS)
• RETIREMENT SYSTEM	SF-52 (ITEM # 10)
• SHREDOUT CODE	SF-52 (ITEM # 12)
• NATURE OF ACTION	SF-52 (ITEM # 12)
• ENTRANCE ON DUTY DATE	SF-52 (ITEM # 13)
• DATE ENTERED PRESENT POSITION	SF-52 (ITEM # 13)
• POSITION NUMBER	SF-52 (ITEM # 19)
• SUPERVISOR/NON-SUPERVISOR	SF-52 (ITEM # 20)
• OVERTIME-FLSA	SF-52 (ITEM # 20)
• FUNCTIONAL CATEGORY	SF-52 (ITEM # 21)
• PAY PLAN	SF-52 (ITEM # 21)
• PAY BASIS	SF-52 (ITEM # 21)
• OCCUPATION CODE	SF-52 (ITEM # 22)
• GRADE OR LEVEL	SF-52 (ITEM # 22.A)
• SALARY OR PAY RATE	SF-52 (ITEM # 23)
• DUTY STATION LOCATION CODE	SF-52 (ITEM # 26)
• FIXED ACCOUNT NUMBER	SF-52 (ITEM # 27)
• POSITION OCCUPIED	SF-52 (ITEM # 28)
• PROBATIONARY PERIOD BEGINNING DATE	SF-52 (ITEM # 30)
• POSITION TENURE	SF-52 (ITEM # 6)
• LIMITATIONS	SF-52 (ITEM 12)
• POSITION SENSITIVITY	SF-52 (ITEM 1.E)
• REMARKS	SF-52 (ITEM 1.F)
• DESIGNATED AGENT NO.	SF-52 (ITEM 27)
• PAY RATE DETERMINANT	SF-52 (REMARKS)
• SPECIAL PROGRAM INDENTIFIER	SF-52 (REMARKS)
• EXD, SELECTED FOR PARTICIPATION IN EXECUTIVE DEV PROGRAM	SF-52 (REMARKS)
• SPECIAL EMPLOYMENT	SF-52 (REMARKS)
• SHIFT CODE - TYPE	SF-52 (TYPE OF APPOINTMENT IN REMARKS)
• EMPLOYEE MAIL DROP CODE	SF-52 (?)
• POSITION STATUS	SF-52 (?)
• COLA/DIFFERENTIAL	SF-52, REMARKS
• WGI CONTROL CODE	SF-52/SF-75/FOLDER
• SEPARATION DATE.	SF-52.
• SEPARATION CODE.	SF-52.
• ADVERSE ACTION DATE	SF-52.
• APPOINTMENT AFFIDAVITS DATE	SF-61
• ALIEN RESIDENT/NON-RESIDENT.	SF-61B
• CITIZENSHIP	SF-61-B
• LEAVE TRANSFER	SF-75
• CIVIL SERVICE AUTHORITY	SF-85
• EMPLOYEE ROOM NUMBER	SF52 (?)
• FILE LOCATION	SUBMITTING OFFICE
• MINORITY GROUP DESIGNATION	VISUAL

Figure 3-6. Element Sort by Source Input (Page 4 of 4)

3.4 DETAILED FUNCTIONAL REQUIREMENTS

PMIS is the system that shall perform the overall Personnel Information Management for the Environmental Protection Agency. This system is divided into three functional areas: Data Input/Output, Data Management, and Inquiry and Report. The detailed requirements for each of the equipment configurations are described in the following paragraphs.

3.4.1 Card Reader/Printer Equipped RJE Facilities

3.4.1.1 Data Input/Output Function

This type of RJE facility shall have the capability of transmitting card inputs containing the composite DIPS/PMIS data element requirements to DIPS for editing and transmission of the PMIS data set to the CCF. The new data for the PMIS CCF shall be appended to the DIPS data deck. New PMIS data elements shall be capable of being identified with a scheme compatible with DIPS data elements. The Card Reader/Printer RJE Facility shall be capable of receiving error and informational messages from the CCF.

The Card Reader/Printer RJE Facility shall be capable of requesting the generation of a regional (location) data base containing only data peculiar to that region (location). The regional data base shall be a sequential file and shall contain only minimal information as defined by the region.

The Card Reader/Printer RJE Facility must also be capable of inputting requests for the generation of reports, as well as printing reports as they are generated by the Data Reporting function at the CCF and transmitted back to the Card Reader/ Printer Facility. The reports shall be generated from either the CCF or regional/laboratory data bases. The reports used shall be either standard production reports made available to all SON's or shall be locally prepared to meet a unique reporting requirement, such as SCORE or IRS. Generation of unique regional reports shall be the responsibility of that region.

3.4.1.2 Data Base Maintenance Function

There shall be no requirements levied on card reader/printer equipped facilities by the Data Base Maintenance Function.

3.4.1.3 Inquiry and Report Function

There shall be no requirements levied on card reader/printer equipped facilities by the Inquiry and Report Function.

3.4.2 Key-to-Disk/Tape RJE Facility

3.4.2.1 Data Input/Output Function

The Key-to-Disk/Tape RJE Facility shall be capable of entering transactions consisting of composite DIPS/PMIS data element requirements and transmitting them to DIPS for editing and then transmission of PMIS data to the CCF. The Key-to-Disk/Tape RJE Facility shall be capable of limited editing of data elements, i.e., the editing shall consist of length and format errors. The input function for this device shall be capable of transmitting the appropriate data sets to DIPS. Data sets shall not be transmitted to DIPS if an error is found.

The Input/Output function for this facility shall also be capable of printing error and informational messages received from either DIPS or CCF in response to data sets found to be in error.

The Key-to-Disk/Tape RJE facility shall be capable of requesting the generation of a regional/laboratory data base at the CCF containing only data peculiar to that region/laboratory. This regional/laboratory data base shall be a sequential file. It shall contain only minimal information, as defined by regional requirements.

The Key-to-Disk/Tape RJE facility shall also be capable of inputting requests for the generation of reports on the CCF facility, as well as printing these reports as output by the CCF. The reports shall be generated from the CCF or regional/laboratory data bases at the option of the requester. The reports used shall be either standard production reports made available to all SON's, or shall be locally prepared to meet some unique reporting requirement. Generation of regional-unique reports shall be the responsibility of that region.

3.4.2.2 Data Base Maintenance Function

There shall be no requirement levied on this type of facility by the Data Base Maintenance Function.

3.4.2.3 Inquiry and Report Function

There shall be no requirement levied on this type of facility by the Inquiry and Report Function.

3.4.3 PDP-11/70 Mini-Computers

3.4.3.1 Data Input/Output Function

The PDP-11/70 mini-computers shall be capable of accepting a composite DIPS/PMIS data set and generating a data set for input to DIPS. The input function in the PDP-11/70 shall be capable of providing limited editing of data elements. Any data item found to be in error during editing of a transaction shall cause rejection of the entire transaction and shall prevent transmittal of the entire transaction to the DIPS. The input function shall be capable of generating appropriate error messages. It shall also be capable of receiving and printing DIPS error and information messages as the result of that system's editing.

The PDP-11/70 equipped regions shall be capable of requesting the generation of a regional/laboratory data base at the CCF containing only data peculiar to the region/laboratory. This facility shall also have the capability of requesting the transmission of the regional data base back to the PDP-11/70. The regional data base shall be a sequential file. It shall contain minimal information, as defined by regional requirements.

PDP-11/70 equipped regions/laboratories must be capable of inputting requests for the generation of reports, as well as printing reports generated by the Data Reporting functions at the CCF and transmitted back to the PDP-11/70 facility. The reports shall be either from the CCF DBMS or from the regional sequential file data bases on the CCF facility. The reports shall be either standard production reports or reports generated by the region/laboratory to meet some local reporting requirement.

3.4.3.2 Data Base Maintenance Function

There shall be no requirement for this function for PMIS on the PDP-11/70, other than those required for any system that might be employed by a region (e.g., INFORM).

3.4.3.3 Inquiry and Report Function

There shall be no requirement for this function for PMIS on the PDP-11/70, other than those required for any system that might be employed by a region/location (e.g., INFORM).

3.4.4 EPA Central Computer Facility

3.4.4.1 Data Input/Output Function

The CCF shall have the capability of accepting personnel transactions from the three types of input/output facilities, as well as outputting informational messages, error messages, and reports to those facilities. The CCF shall also have the capability of outputting reports to its own facility.

The CCF shall also have the capability to generate a sequential data file, upon request, for a submitting office. This file shall contain data relating only to that submitting office. It shall be in a format such that report writers such as SCORE or IRS can be used to generate reports on the CCF computer to satisfy regional/locational reporting needs. This function shall also have the capability to transmit this same sequential file in a format acceptable for use by PDP-11/70 equipped regions/locations using such other DBMS systems as INFORM. The content of this file shall be based on unique regional reporting requirements.

3.4.4.2 Data Base Maintenance Function

The CCF shall be capable of accepting composite personnel data transactions and updating the CCF Personnel Data Base. The subfunctions which it must be capable of performing are as follows:

- Editing. This subfunction shall be capable of evaluating all the elements in an input transaction. The evaluation shall result in either acceptance or rejection of the transaction, and the failure of any criteria shall cause an entire transaction to be rejected. General categories of evaluation criteria include format, range of values, completeness of data sets, duplication of data, modification of nonexistent entries, deletion of nonexistent entries, the addition of entries previously defined, and illogical relationships between related elements.
- Type. This subfunction shall be capable of distinguishing the type of transaction; either the alteration of data in an existing data set, deletion of an existing data set, or the addition of a new data set.
- Auditing. This function shall be capable of recording each transaction as it occurs and providing a storage medium if the transaction has been accepted. Attendant to this function, the capability shall be provided in

the Report Function to retrieve the history of transactions posted to any given data set in chronological order.

- Security. This subfunction shall be capable of providing data security. Certain critical data items shall be capable of being modified only by authorized personnel. Use of a password to access these critical items is an acceptable method.
- Physical Security. This subfunction shall provide for the physical security of the data base. The storage medium for the day-to-day use of the data base shall be capable of being duplicated on another physical medium (which may or may not be a like medium, depending upon the discretion of the implementer) in the event the day-to-day medium is accidentally destroyed.
- Recovery. The capability of restoring or recreating the PMIS data base to day-to-day storage media shall be provided.
- Mass Storage Update. The capability shall be provided to update the same data element in every entry in the file to the same value. Further, this capability can be qualified through the use of a "where" clause.
- Restructuring. This capability shall be provided to allow restructuring of the data base without the reentry of every data item in every entry. The restructuring shall permit more efficient utilization of the

data base. The actual process of restructuring shall not cause disruption of the day-to-day operations of the Personnel System.

- Data Element Expansion. The capability shall be provided to allow the addition, deletion, or modification of individual data elements without requiring the reentry of all data items for every entry. Report programming shall not be impacted except for the changes in data element definitions.
- Data Base Capacity. The data base shall be designed to accommodate 50,000 entries. However, the physical data base shall occupy only the space required for the current number of entries.
- Timing. The data base update function shall be designed such that the time required for the actual update shall permit either on-line or overnight update of the data base. The requirements of this function may dictate the storage medium selection and data base structure.

3.4.4.3 Inquiry and Report Function

The Inquiry and Report function shall be capable of producing summary and detail information upon request in both batch and demand modes of operation, shall be responsible for the physical security of individual data items in the data base, and shall have a basic query capability.

The specific requirements for the Inquiry and Report function are as follows:

- Query Capability. The capability shall be provided to query the data base in a simple English language command syntax. This function shall be capable of being executed conversationally in a demand or batch mode. The basic commands which the query capability shall have are "Print" or "List", "Count", and "Add/Subtract". In addition, there shall be a conditional clause which may be appended to the basic commands. The "where" clause shall be capable of relational expressions as equal to, greater than, less than, etc.
- Report Writer. The capability shall be provided to generate reports from a simple English language text. Through the use of conversational commands, the layout organization and content of an output report shall be defined. This capability shall include the ability to provide heading, pagination, date, page ejects, detail, and summary data lines. The capability shall be included to perform such arithmetic commands as add, subtract, divide, and multiply. Data used in the report shall be capable of being qualified through the use of conditional commands (i.e., where), to be used with such relational expressions as "greater than", "less than", etc. The capability to save a report program for future use shall be provided.

- Sensitivity. The capability to recognize that sensitive data is contained in a report shall be provided. Further, the capability to append informational messages to reports output shall also be provided.
- Security. The capability to access secure information shall be limited by the use of a password or similar scheme, e.g., a region shall be capable of accessing detailed data relating only to that region.
- Sensitive Data and Data Security. In order to comply with certain legal statutes, primarily the Privacy Act of 1974 and the Freedom of Information Act, certain data elements maintained within the PMIS data base must be considered as "personnel sensitive" when directly associated with other elements. The statutes referenced provide severe legal sanctions for unauthorized use of sensitive data and for failure to properly protect such data from disclosure to unauthorized personnel. At present, the following items contained in the PMIS data base are considered "personnel sensitive" by the agency when associated with a name:

  Social Security Number
  Handicap Code
  Service Computation Date
  Date of Birth
  Minority Code
  Sex

It should be noted that aggregate numbers (i.e., summary counts, averages, etc.) do not relate individual names to sensitive data; however, by combining data from two or more reports, it is possible to derive a relationship which is sensitive. Extreme care must be exercised to avoid compiling packages of reports that could be used in combination to associate a name with any sensitive data.

3.4.5 Department of Interior (DIPS) System

3.4.5.1 Data Input/Output Function

The DIPS system shall have the capability of accepting composite personnel data sets from the three types of Remote Job Entry facilities. The composite data set shall include current DIPS data and PMIS unique data. The Input/Output function shall be capable of distinguishing between the two types of data elements. This function shall be capable of evaluating all DIPS elements (as it currently does) in the input transaction. The evaluation shall result in either an acceptance or rejection of the transaction. The failure of any criteria shall cause the rejection of the entire transaction with appropriate error messages transmitted back to the originating submitting office. Acceptance of data shall result in two data sets, one with only DIPS data for the bi-weekly DIPS update, and another containing both DIPS and PMIS data. This function shall be capable of collecting all PMIS data sets into a single file for periodic transmission to the CCF.

3.4.5.2 Data Base Maintenance Function

The Data Base Maintenance function requirements shall be as they currently exist. PMIS shall levy no new requirements on this function.

3.4.5.3 Inquiry and Report Function

The Inquiry and Report function requirements shall be as they currently exist. PMIS shall levy no new requirements on this function.

3.5 REPORT REQUIREMENTS

All report requirements are specified in Appendices B through L, and are organized by the type user/area of the report. These reports shall satisfy the basic reporting requirements of both Headquarters and regions. The reports are based on the needs of the agency, as determined in the various interviews conducted throughout EPA, and a review and evaluation of documentation from regional systems. Individual regions may generate their own reports for unique regional administrator needs. The management needs of PMD are classified into the following areas:

- Position Control
- Management Evaluation
- Data Base Integrity
- Equal Employment Opportunity
- Job History
- Employment and Special Programs
- Experience and Education

- Executive Development
- Labor Relations/Grievances
- Training
- Awards

Reports which are applicable to each of the above areas are cross-referenced to applicable reports in Appendix A.

Major need areas include production of reports to produce blue books, automated collection and production of EEO statistics to replace manual methods, training summaries which have never been produced, even though input has been supplied for four years, data base integrity to satisfy requirements of the 1974 Privacy Act and assure data base quality, and finally, position management and control, an essential report for regional management. Position management reports were constructed as composite reports adapted from various regional versions of a basic report.

Performance of position management is one of the key functions for which PMIS is being developed, and as such, will play a major role in determining the success of the system as a whole. The primary function of this portion of the system will be to provide the EPA personnel offices with the ability to determine the number of positions (by job class, experience, pay plan, grade level, etc.) that the agency has authorized at a given point in time. In addition, historical data which relates present and previous occupants of each position will be available.

These capabilities are required by personnel managers to and in the planning of agency goals and as a tool to help provide career planning and professional growth for the agency's employees, as well as for the basic function of personnel placement. In addition, the position management subsystem should assist in performing the following functions:

- Determine experience and training requirements of the agency.
- Determine specific areas where training may be necessary to avert shortages in particular job classifications.
- Determine specific job classifications and/or geographic locations which are or may tend to be difficult to keep filled.
- Determine specific positions within the agency which may be extraneous or unnecessary.
- Determine efficiency of individual personnel offices in the filling of vacant positions.
- Provide an organizational modeling capability to assist in developing the annual operating plan.
- Determine historical trends in positional tracking.

All of the reports identified in Appendices B through L shall be available from the CCF. A limited subset of these reports (yet to be identified) shall be available on the PDP-11/70 minicomputers. Available also on the PDP-11/70 shall be locally-developed reports to meet unique needs (e.g., flex-time reports, address lists, phone directories). Regions may also produce specialized reports with unique requirements on the CCF, since all data elements identified shall be available in that data base.

GLOSSARY

This section of the requirements document contains terms and definitions which were encountered in the analysis and preparation of this document, as well as selected terms from the Federal Personnel Manual (FPM), as referenced in parentheses following the definition. The Glossary is divided into two parts: The first contains general personnel terms and definitions, while the second contains terms that are related only to types of appointments. These lists are by no means exhaustive, and new terms will be added as they are encountered.

TERMS AND DEFINITIONS OF GENERAL PERSONNEL ITEMS

- A -

ABANDONMENT OF POSITION - When an employee quits work without resigning. (715)

ABSENCE WITHOUT LEAVE - Absence without prior approval. See also, LEAVE WITHOUT PAY. (630)

ADMONITION - Simple reproval of an employee by a supervisor. (751)

ADVERSE ACTION - A personnel action considered unfavorable to an employee. Includes discharges, suspensions, furloughs without pay, and reductions in rank or compensation taken by agencies against their employees. (752)

AGENCY - Any department or independent establishment of the Federal Government, including a government-owned or controlled corporation. (230)

ALLOWANCE HOLDER - A major money manager for EPA.

ALLOWANCES - Cost-of-living pay adjustments taking into consideration: 1) relative consumer levels, 2) differences in goods and services available, and 3) manner of living of persons employed in the area concerned. (591)

ANNUITY - The annual sum payable to a former employee who retired. (831)

APPLICANT SUPPLY SYSTEM - A method used by agencies to file applications for outside-the-register appointment consideration. (333)

APPLICATION FORMS - Documents, commonly the Standard Form 171 and supplementary forms, completed by persons seeking Federal employment. The forms require information about the applicant's qualifications for the positions for which he is applying and about his suitability for Federal service. See STANDARD FORM 171. (295)

APPOINTING OFFICER - A person having power by law, or by lawfully delegated authority, to make appointments to positions in the Federal service or the government of the District of Columbia. (311)

APPOINTMENT - The process of selecting a person and assigning him to a position. (311)

APPOINTMENT, CAREER - The tenure of a permanent employee who has completed 3 substantially continuous, creditable years of Federal service. (315)

APPOINTMENT, CAREER-CONDITIONAL - The tenure of a permanent employee who has not yet completed 3 years of creditable, substantially continuous Federal service. (315)

APPOINTMENT, COMPETITIVE - Employment of a person after his competition with others for the same position. Includes appointments from the register, some appointments from the applicant supply file, and most appointments under the Merit Promotion Program. (332-3)

APPOINTMENT, INDEFINITE - The tenure of a nonpermanent employee hired for an unlimited period of time. (316)

APPOINTMENT, INTERMITTENT - Less than full-time employment requiring irregular work hours. (610)

APPOINTMENT, NONCOMPETITIVE - Employment without competing with others, in the sense that it is done without regard to Civil Service registers or the priorities of applicant supply files. Includes reinstatements, transfers, reassignments, demotions, and some promotions. (335)

APPOINTMENT, PERMANENT - Employment under the career-conditional employment system. (315)

APPOINTMENT, RARE BIRD - Employment in the competitive service without competitive examination in rare cases authorized by the Commission. The Commission must find that the compensation or duties of the position are such, or that qualified persons are so few, that it would not be in the interest of good civil service administration to fill the position through open competitive examination. (Appointment does not confer status, but employee may be recommended for it after one year.) (316)

APPOINTMENT, SUPERIOR QUALIFICATIONS - Placement of a person in a hard-to-recruit-for-position at a pay rate above the minimum. Justified by the applicant's unusually high or unique qualifications, a special Governmental need for his services, and the fact that his present salary or salary offerings are higher than the minimum rate of the grade level to which he can be appointed. (531)

APPOINTMENT, TAPER - Abbreviation for "temporary appointment pending establishment of register." Employment made under a Commission authority granted to an agency when there are no register eligibles to fill the position involved. (316)

APPOINTMENT, TEMPORARY LIMITED - The tenure of a nonpermanent employee hired for a specified period of time of one year or less. (316)

APPOINTMENT, TERM - The tenure of a nonpermanent employee hired to work on a project which is expected to last over a year. (316)

APPORTIONMENT - The process of allocating Federal jobs among the states on the basis of population. Originally designed as a device to keep the citizens of those states in proximity to the District of Columbia from monopolizing Federal employment opportunities. (338)

AREA OFFICE - The Area Office (CSC) is the focal point for administration and implementation of all Commission programs, except Investigations, in the geographic area assigned. The Area Office provides personnel management advice and assistance to agencies, personnel inspection program leadership, recruiting and examining leadership (previously provided by the now superseded Interagency Board of U.S. Civil Service Examiners), and special program leadership.

- B -

BACKFILLING - The process of creating an overceiling position in order to hire and train a person for another position whose holder is known to be a future separation.

BREAK IN SERVICE - For transfer purposes, it means not being on an agency payroll for one working day or more. For the 3-year career-conditional period or for reinstatement purposes, it means not being on an agency payroll for over 30 calendar days. (315)

BUMPING - During reduction-in-force, the displacement by one employee of another employee in a lower tenure subgroup. (351)

- C -

CEILING JOB - The maximum number of employees authorized at a given time. The legal restriction since October 11, 1967 has been that the number of permanent employees must be limited to an amount required for the efficiency of the Federal service.

CERTIFICATE - (CSC Form 1844) A list of eligibles taken from a register and ranked according to Civil Service Regulations for appointment consideration. (332)

CERTIFICATION - The process by which the lab prepares certificates and sends them to agencies for appointment consideration. (332)

CERTIFICATION, SELECTIVE - Certifying only the names of eligibles who have special qualifications required to fill particular vacant positions. (332)

CERTIFICATION, TOP OF THE REGISTER - Certifying in regular order, beginning with the eligibles at the top of the register. (332)

CLASS OF POSITIONS - All positions sufficiently similar as to: 1) kind or subject matter of work, 2) level of difficulty and responsibility, and 3) qualification requirements to warrant similar treatment in personnel and pay administration. For example, all Grade GS-3 Clerk-Typist positions. (511)

CLASSIFICATION ACT OF 1949, as amended (5 U.S.C., Chapter 51 and Chapter 53, Subchapter III) - An Act of Congress superseding the Classification Act of 1923 as amended. Provides for the consolidation of the CAF (Clerical, Administrative, and Fiscal), SP (Subprofessional), and P (Professional) Services into a General Schedule, and makes other changes in the classification structure of the Federal Personnel System. (511)

CLASSIFICATION PROGRAM MANAGEMENT - The art of operating a position classification program for the most efficient possible accomplishment of agency mission. (312)

CLASSIFIED SERVICE - Positions which are filled by competitive examination as required by the Civil Service Act of 1883, described in Title 5 of the U.S. Code. So called from a provision in the Civil Service Act that these positions should be "arranged in classes" by the heads of the various departments affected. This arrangement into classes was made on a different basis from the arrangement into classes under the Classification Act. A position which is subject to the Classification Act is not necessarily in the classified service. See also COMPETITIVE SERVICE. (212)

COMMISSION - (Abbreviated CSC) - The United States Civil Service Commission. (171)

COMPETITIVE AREA - For reduction in force, that part of an agency within which employees are in competition for retention. Generally restricted by what is considered a "local commuting area". (351)

COMPETITIVE LEVEL - For reduction in force, all positions within a competitive area in the same grade of the same service, trade, or profession. (351)

COMPETITIVE POSITION - A position in the competitive service. (212)

COMPETITIVE SERVICE - Federal positions which are normally filled through open competitive Civil Service examination (hence, the term "competitive service") and which are subject to the rules and regulations of the U.S. Civil Service Commission. About 86 percent of all Federal positions are in the competitive service. (212)

COMPETITIVE STATUS - Basic eligibility to be noncompetitively selected to fill a vacant competitive position. A competitive status shall be acquired by career-conditional or career appointment through open competitive examination upon satisfactory completion of a probationary period, or may be granted by statute, executive order, or the Civil Service Rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the Civil Service Rules and Regulations. (212)

CONSULTANT - One who serves in an advisory capacity to an officer or instrumentality of the Government, as distinguished from one who serves as an officer or employee. (304)

CONVERSION (to career-conditional) - The process of changing a person's tenure from a temporary or excepted appointment or from an appointment in the military service or private industry to a career-conditional appointment in the competitive service. (315)

COORDINATED FEDERAL WAGE SYSTEM (Abbreviated CFWS) - The classification and pay system established under the Presidential Directive of November 16, 1965 and applicable to most trade, craft, and labor positions in the executive branch of the Government. See also PREVAILING RATE SYSTEM. (532)

CREDITABLE SERVICE (for career tenure) - Three years of substantially continuous, qualifying service necessary to achieve career status. (315)

- D -

DEBARMENT - An action of the Commission to prevent a person's becoming appointed into the competitive service, due to a finding of the person's unsuitability for Federal employment. A person may be barred for up to 3 years. (731)

DECENTRALIZED DEPARTMENTAL POSITIONS - Positions in the headquarters office of component agencies, when such offices are located outside the metropolitan area of Washington, D.C. (210)

DEMOTION - A change of an employee, while serving continuously with the same agency:

(a) To a lower grade when both the old and the new positions are under the Classification Act of 1949 as amended (5 U.S.C. Chapter 51 and Chapter 53, Subchapter III), or under the same type graded wage schedule; or

(b) To a position with a lower rate of pay when both the old and the new positions are under the same type ungraded wage schedule, or are in different pay method categories. (335)

DEPARTMENTAL SERVICE - Those organizational units of an agency which have responsibility for the general administration of the agency functions. (210)

DETAIL - A temporary assignment of an employee to a different position for a specified period. (300)

DIFFERENTIALS - Recruiting incentives in the form of compensation adjustments justified by: 1) extraordinarily difficult living conditions, 2) excessive physical hardship, or 3) notably unhealthful conditions. (591)

DIRECT HIRING AUTHORITY - Commission-approved agency recruiting plans which expedite recruitment of eligibles for appointment to positions in shortage occupations. (332)

DISPLACED EMPLOYEE PROGRAM - (Abbreviated DEP) A system to help place career and career-conditional persons who are scheduled to be displaced through reduction in force or inability to accept assignment to another commuting area. (330)

DUAL COMPENSATION - Payment for more than one civilian office involving a total of more than 40 hours a week. Also, payment of salary to a civilian employee who at the same time is receiving a retirement annuity from the military service. (550)

- E -

ELIGIBLE - Any applicant who meets the minimum entrance requirements and is rated "eligible" or given a numerical rating of 70 or more in an examination by the Commission. (337)

EMPLOYEE-MANAGEMENT COOPERATION - The program established by Executive Order 10988 of January 17, 1962, to increase the efficiency of Government operations and contribute to the well-being of employees. See also LABOR-MANAGEMENT RELATIONS. (711)

EMPLOYEE ORGANIZATION - Any lawful association, labor organization, federation, council, or brotherhood having as a primary purpose the improvement of working conditions among Federal employees and employees of private organizations. (711)

EMPLOYEE RELATIONS - The manner of dealing with fellow human beings. Although this term may cover the entire field of personnel management, its use is generally restricted to the contacts which take place between the supervisor and individual employee. (711)

EPA FORM 3130-1 (Recommendation for Monetary Award) - Used for recommending an additional within-grade increase or a special achievement award.

EPA FORM 3130-2 (Employee Suggestion Form) - Used by EPA employees for recommending suggestions.

EPA FORM 3130-4 (Certification of Approval for Payment of Suggestion Award) - Used by the EPA Award Coordinator to authorize payroll accounting to make the award payment.

EPA FORM 3140-10 (Executive and Management Development Worksheet) - Used as a survey form for "high potential" employees to indicate experience and career goals.

EPA FORM 3150-3 (Position Classification Survey) - Used to conduct a position classification survey.

EQUAL PAY FOR EQUAL WORK - An underlying principle of Federal job classification. The slogan refers to quality rather than to quantity of work. (271)

EXAMINATION - A means of measuring, in a practical and suitable manner, the qualifications of applicants for employment in specific positions in the Federal service. (337)

EXAMINATION, ASSEMBLED - An examination which includes as one of its parts a written or performance test for which applicants are required to assemble at appointed times and places. (337)

EXAMINATION, COMPETITIVE - A means of measuring the relative qualifications of applicants in competition for given positions. (337)

EXAMINATION, OPEN - An examination which has been announced and for which the closing date for receipt of applications has not passed. (337)

EXAMINATION, UNASSEMBLED - An examination in which applicants are rated on their education, experience, and other requisite qualifications as shown in the formal application and on any supporting evidence that may be required, without assembling for a written or performance test. (337)

EXCEPTED POSITION - A position in the excepted service. (213)

EXCEPTED SERVICE - Unclassified service, unclassified Civil Service or positions outside the competitive service. Covers about 14 percent of the positions in the Federal service. All of them have been excepted from the requirements of the competitive service by law, executive order, or Commission regulation. (302)

EXCLUSIVE RECOGNITION - The right accorded by an agency to an employee organization to be the only representative of a group of employees in their bargaining with agency management. (711)

EXECUTIVE ORDER - A directive issued by the President. (315)

- F -

FEDERAL GOVERNMENT SERVICE - The total of all periods of military and civilian Federal service considered for Civil Service retirement, reduction-in-force, and leave purposes. (351, 630, 831)

FEDERAL MERIT SYSTEM - A complete system of personnel selection and management based on an integrated set of personnel policies, procedures and practices designed to accomplish 3 basic objectives: (1) to recruit a competent work force; (2) to insure a stable work force; and (3) to provide equal opportunity for employment. (230)

FEDERAL PERSONNEL MANUAL (Abbreviated FPM) - The official Commission publication which contains its personnel regulations and instructions to Federal agencies. (171)

FEDERAL PERSONNEL MANUAL BULLETINS - An FPM System issuance on buff-color paper. They contain temporary instructions or notices. (171)

FEDERAL PERSONNEL MANUAL LETTERS - An FPM System issuance on salmon-color paper. They contain continuing instructions which, because of urgency, cannot be put in the FPM or its supplements at the time of issuance. (171)

FEDERAL PERSONNEL MANUAL SUPPLEMENTS - Parts of the FPM System which amplify or explain in detail various subjects covered in the Basic FPM. (171)

FIELD SERVICE - Those organizational units of agencies which have responsibility for the administration of functions for a restricted area and are distinct from those units of the agencies which have responsibility for the general administration of such functions. Field Service units are usually, but not necessarily, outside Washington, D.C. (210)

FULL FIELD INVESTIGATION - The personal investigation of an applicant's background to determine whether he meets fitness standards for a critical-sensitive Federal position. (736)

- G -

GENERAL SCHEDULE - The GS graded pay system established under the Classification Act of 1949, as amended (5 U.S.C., Chapter 51 and Chapter 53, Subchapter III). (531)

GRADE - A level of work or zone of difficulty, responsibility and qualification requirements. (511)

GRADE SORT - Numeric conversion of pay plan used for sorting reports.

GROUP - A term used to define a finite set of EPA organizations which are distinguished primarily by their category of location/type as opposed to reporting line of authority. Currently, three groups have been identified: Headquarters, Regions, and Other Locations (locations presently include Ann Arbor, Cincinnati, Corvallis, Las Vegas, and Research Triangle Park). Thus, summary totals for groups include the seven AA's (offices) for the Headquarters group, the ten regions for the Regional group, and five locations (labs) in the Other Location group.

- H -

HANDBOOK X-118 - Qualification standards manual. Part III contains specific standards for General Schedule positions, mostly of the white-collar type. (338)

HANDBOOK X-118B - Qualification standards manual for Postal Field Service positions. (338)

HANDBOOK X-118C - Qualification standards manual for Wage System positions, mostly of the blue-collar type. (338)

HEARING - The presentation of such oral and written evidence concerning an appeal as the board of review or other appeal authority deems pertinent to the consideration of such appeal on its merits. (771-2)

HEALTH BENEFITS - The health service and insurance programs established for Federal employees through 5, U.S.C., 7901 and 8901-8913. (890)

HIGH POTENTIAL - EPA employees having a grade level of GS-12 through GS-15, and who are non-managers. These persons are candidates for the Executive Development Program.

- I -

INCENTIVE AWARDS PROGRAM - The system of cash or honorary awards to encourage Federal employees to contribute suggestions, inventions, superior accomplishments, or other personal efforts for the improvement of Government operations. (451)

INCREMENT - A salary increase provided for in certain Governmental pay plans. Generally based upon time in grade and excellence of work performance. Also known as "periodic increase", "in-grade-promotion", "within-grade increase", or "step increase". (531)

INJURY COMPENSATION - The compensation and medical care provided to all civilian Federal employees for disability due to personal injuries sustained while in performance of duty and due to diseases relating to this employment. These provisions are established under 5 U.S.C. 8101-8150. (890)

IPA - Intergovernmental Personnel Act - An interchange program providing for a mobility assignment of an EPA employee for up to two years to state and local governments, or institutions of higher education to develop an understanding of the Federal impact on these sectors or vice versa, i.e., state employee to EPA.

- J -

JOB ANALYSIS - The technical dissection of a position into its components according to duties, responsibilities, qualification requirements, and level of work. (511)

JOB CLASSIFICATION - Informal term for position classification. (511)

JOB DESCRIPTION - Informal term for position description. (312)

JOB ENGINEERING - Planning the requirements of positions in an organization in such a way as to insure logical relationship to the labor market, qualifications requirements, lines of progression, and the agency mission. (312)

JOB FREEZE - The maintenance of a personnel status quo by administrative or legislative action. May have the effect of stopping promotions or reallocations or of prohibiting the hiring of new personnel. (330)

JOB TITLE - The name of a position. (511)

- L -

LABOR-MANAGEMENT RELATIONS - A general term which refers to the formal and informal dealings and agreements between employees or employee organizations and managers. In the Federal Government it is called employee-management cooperation. (711)

LEAD AGENCY - Under the Coordinated Federal Wage System, the Federal agency which has the largest number of Federal wage workers in a wage area and, consequently, has the primary role for determining wage rates for all Federal employees who work in that area and are covered by the System. (532)

LEAVE, ANNUAL - Time allowed for employees for vacation. With certain exceptions, civilian Federal employees accumulate it at the rate of 13 to 26 working days a year, depending on length of service. (630)

LEAVE, COURT - Time allowed employees for jury and certain types of witness duty. Taken as needed. (630)

LEAVE, MILITARY - Time allowed (not to exceed 15 days) for employees who are members of the reserve or national guard to perform military duty. (630)

LEAVE, SICK - Time allowed for physical incapacity to perform on the job, to prevent the spread of contagious diseases, or to obtain physical examination or treatment. With certain exceptions all civilian employees of the Federal Government accumulate it at the rate of 13 working days a year. (630)

LEAVE WITHOUT PAY - A temporary nonpay status and absence from duty, granted upon the employee's request. The permissive nature of "leave without pay" distinguishes it from "absence without leave", which is a nonpay status resulting from an agency determination that it will not grant any type of leave (including leave without pay) for a period of absence for which the employee did not obtain advance authorization or for which his request for leave on the basis of alleged sickness was denied. (630)

LEVEL OF DIFFICULTY - A classification term used to indicate the relative importance or positions in terms of duties and responsibilities. (511)

LIFE INSURANCE - The group life, death, and accidental dismemberment insurance available to Federal employees under 5 U.S.C. 8701-8716, and P.L. 85-177. (870)

- M -

MANPOWER SHORTAGE - A category of positions for which the Commission authorizes agencies to pay travel and transportation expenses to get appointees to the first post of duty. (571)

MANPOWER UTILIZATION - Getting the most and best accomplishments with the least employment cost. Operation MUST (Maximum Utilization of Skills and Training) and Job Redesign are examples of specific programs in this management area. (312)

MEMBERS-OF-FAMILY - A nepotism requirement restricting the number of members of the same family who may work for the Government at one time. The rule: When two members of a family are serving as career or career-conditional employees in the competitive service, no other member of the family, except a preference eligible veteran, is eligible for career or career-conditional employment. (338)

MERIT PROMOTION PROGRAM - The system under which agencies consider an employee for internal personnel actions on the basis of personal merit. (335)

MOBILIZATION - Readiness provisions for operating the Federal Personnel System in time of national emergency. (910)

- N -

NATIONAL AGENCY CHECK AND INQUIRY - (Abbreviated NACI) The investigation of applicants for nonsensitive Federal positions by means of a name check through national investigative files and voucher inquiries. (736)

NOMINATING OFFICER - A subordinate officer of an agency to whom authority has been delegated by the head of the agency to nominate for appointment but not actually to make appointments. (311)

- O -

OBJECTION - A statement by an agency (on a Standard Form 62) as to why it does not wish to consider the appointment of an eligible whose name is on a certificate. If the local lab sustains the objection, the agency may eliminate that eligible from consideration and drop down one more eligible on the certificate to consider a total of 3 for the vacancy involved. (332)

OBLIGATED POSITION - A position to which an employee has a restoration right based on active military duty or reemployment rights. (300)

OCCUPATIONAL GROUP - Several series of classes in associated or related occupations, professions or activities. (511)

OFFICIAL PERSONNEL FOLDER - The official repository of records and reports on personnel actions effected during an employee's Federal service and the documents and papers required in connection with such actions. (293)

- P -

PASS OVER - Elimination of a veteran eligible on a certificate from appointment consideration when the agency submits reasons (on Standard Form 62) which the local lab finds to be sufficient to justify it. If the lab sustains the request for pass over, the agency may consider only the two remaining eligibles of the original top three for the vacancy involved. (332)

PERFORMANCE EVALUATION - The agency program which includes the formal performance rating and the informal day-to-day evaluation of the employees. The legal provisions for the Federal Government's performance evaluation are contained in the Performance Rating Act of 1950 (5 U.S.C. 4301-4308), and the Commission's regulations implementing this Act. (430)

PERFORMANCE RATING - The supervisor's periodic, official summary of his evaluation of an employee's performance. (430)

PERSONNEL ACTION - The process necessary to appoint or remove or make other personnel changes. Effected on a Standard Form 50 or equivalent. (296)

PERSONNEL MANAGEMENT - The management of human resources for mission accomplishment and individual job satisfaction. It is the line responsibility of the operating supervisor and the staff responsibility of the personnel specialist. Personnel specialists help supervisors manage personnel. (250)

PLACEMENT - Bringing new employees into a job. This may be done by appointment of someone new to government; promotion, demotion, reassignment, or transfer within an organization or from other agencies; and by reinstatement. (332-3)

POSITION - A uniquely identified set of tasks defined by a job description requiring specific skills, the performance of which will help to achieve a stated goal in EPA's operating plan. Positions are, or have, the following characteristics:

(a) Allocated - Distributed to a specific level within a specific organizational component of EPA.

(b) Authorized - Allowed and funded through an "advice of allowance".

(c) Occupant - The employee presently assigned to the position, including Social Security Number.

(d) Occupied - Assigned to a specific employee by the personnel office responsible for the organizational component allocated the position - a position status reflecting same.

(e) Overfilled - The status of a position occupied simultaneously by more than one employee. This can occur when one employee in a position is scheduled to retire, or is known to be transferring to another position in the immediate future and a second employee is assigned to the same position to provide continuous coverage for that position.

(f) Vacancy - A position which is not occupied.

(g) Vacant - The status of a position which is not occupied.

POSITION, "313 TYPE" - Refers to positions established under Public Law 80-313 of August 1, 1947. A small group of high level professional and scientific positions which are in the competitive service, but not filled through competitive examinations. Recruitment for these positions is carried out by the agencies concerned, but the applicant's qualifications must be approved by the Civil Service Commission. (534)

POSITION CHANGE - A promotion, demotion, or reassignment.

POSITION CLASSIFICATION - The art of categorizing jobs by occupational group, series, class, and grade according to similarities and differences in duties, responsibilities, and qualification requirements. See also JOB CLASSIFICATION and JOB ANALYSIS. (511)

POSITION CLASSIFICATION SURVEYS - Annual agency review of positions under the appropriated budget to determine whether given positions are still needed and, if so, whether the classification, pay, and position descriptions are correct. EPA Form 3150-3(9-73) is used for the position survey. (312)

POSITION CLASSIFIER - A job analyst. One who engages in job analysis. (312)

POSITION DESCRIPTION - A statement of duties and responsibilities comprising the work assigned to a civilian employee. See also JOB DESCRIPTION. (312)

POSITION MANAGEMENT - The total consideration that is involved in the utilization of people to accomplish agency tasks. This concept includes evaluation of the need for positions, required skills, and knowledges; titling and pay; and the organization, grouping and assignment of duties and responsibilities among all positions. (312)

POSITION TRACKING - The ability of the system to provide reports which indicate the history of a position including occupants, duration of occupancy, duration of vacancy, etc.

POSITION VACANCY TRACKING - The ability of the system to provide reports which indicate status, type, number, etc., of positions which are currently vacant within the requesting organizational unit.

PREFERENCE - Same as veteran preference. The right to special advantage or preferential treatment in personnel actions under authority of veteran laws, or regulations or instructions issued under these laws. (211)

PREFERENCE ELIGIBLE - An exserviceman who has been honorably discharged from a period of active service that includes wartime or a campaign for which a campaign badge is awarded, or who has a service-connected disability; also, certain wives, widows, and mothers of exservicemen. (211)

PREFERENCE, COMPENSABLE DISABILITY - (abbreviated "CP") 10-point veteran preference awarded to an exserviceman receiving compensation for a service-connected disability of 10 percent or more. (211)

PREFERENCE, DISABILITY - (Abbreviated "XP") 10-point veteran preference to which a disabled or war-injured exserviceman is entitled. (211)

PREFERENCE, MOTHER - (Abbreviated "XP") 10-point veteran preference to which the mother of a deceased or disabled exserviceman may be entitled. (211)

PREFERENCE, TENTATIVE - (Abbreviated "TP") 5-point veteran preference tentatively awarded an eligible by an Interagency Board of U.S. Civil Service Examiners. It must be verified by the appointing officer. (211)

PREFERENCE, WIFE - (Abbreviated "XP") 10-point veteran preference to which an exserviceman's wife may be entitled. (211)

PREFERENCE, WIDOW - (Abbreviated "XP") 10-point veteran preference to which an exserviceman's widow may be entitled. (211)

PREMIUM PAY - Extra pay for overtime, night, holiday, standby duty, and administratively uncontrollable work. (550)

PREVAILING RATE SYSTEM - Now called Coordinated Federal Wage System. The system under which lead agencies adjust the rate of certain Federal employees' compensation to the rate paid by private industry for the similar jobs in the same area. Included under these systems are Federal employees in trades, crafts, and laboring positions, and their direct line supervisors. (532)

PRIVACY ACT OF 1974 - Public Law 93-579, which establishes rules for behavior for organizations maintaining record-keeping systems, gives individuals certain rights with respect to access and correction of data regarding himself and provides legal sanctions for infractions of such rules by the record-keeping organization.

PROBATIONARY PERIOD - Trial period which the Commission regards as a final and highly significant step in the examining process. It provides the final and indispensable test, that of actual performance on the job, which no preliminary testing methods can approach in validity. It is at this stage that the probationary employee may be released without undue formality. (315)

PROMOTION - A change of an employee, while serving continuously, within the same agency:

(a) To a higher grade when both the old and new positions are under the Classification Act of 1949, as amended (5 U.S.C., Chapter 51 and Chapter 53, Subchapter III), or under the same graded wage schedule; or

(b) To a position with a higher rate of compensation when both the old and the new positions are under the same type ungraded wage schedule, or in different pay method categories. (335)

PROMOTION REGISTER - A list of candidates being considered for an internal placement action. (335)

- Q -

QUALIFICATIONS REQUIREMENT - Education, experience, and other prerequisites to employment. (335)

QUALITY GRADUATE - The college graduate who was a superior student and, therefore, can be rated for a higher grade level than the one to which he would normally be entitled. (338)

QUARTERLY EXAMINATIONS - Examinations held every three months for 10-point veterans who applied after an examination announcement closed for general receipt of applications. (332)

QUIT RATE - The number of individuals who have voluntarily left the agency divided by the strength of the organizational grouping at the time the report is prepared.

- R -

RATING - A measure of merit of an applicant in an examination. It is expressed as "eligible", "ineligible", or, if eligible, on a scale of 70 to 100. (337)

RATING AUGMENTED - The score attained by adding veteran preference points to a competitor's earned rating. (337)

RATING EARNED - The score attained in an examination without credit for any points added for veteran preference. (337)

REASSIGNMENT - The change of an employee, while serving continuously within the same agency, from one position to another without promotion or demotion. (210)

RECRUITMENT - The process of attracting a supply of qualified eligibles for employment in the Federal service. (332)

REDEPOSIT - The return to the retirement fund of an amount previously withdrawn, plus interest. (831)

REDUCED ANNUITY - A pension made smaller by retirement before the completion of the maximum number of years of employment. (831)

REDUCTION IN FORCE - (Abbreviated RIF) Separation of an employee from his competitive level, required by the department or agency because of lack of work or funds, abolition of positions or agencies, or Budget Bureau personnel ceiling restrictions. (351)

REEMPLOYMENT PRIORITY LIST - Lists of Group I and II employees separated by reduction in force. Each agency maintains separate lists of these employees for each commuting area in which it separated them. The list is in priority order for reemployment to competitive positions in that commuting area. (330)

REEMPLOYMENT RIGHTS - The entitlement of an employee to return to his long-term career employment after assignment for a relatively short period of time to other employments where he can make maximum contribution to the national interest. These other employments may be with the military service (see RESTORATION RIGHTS), the Foreign Service, public international organizations, the Atomic Energy Commission, the Peace Corps, or other agencies in the executive branch or overseas. (352)

REFUND - The return to an employee of sums to his credit in the retirement fund. (831)

REGISTER - A list of qualified applicants compiled in order of relative standing for certification. Same [illegible] "eligible list". (332)

REINSTATEMENT - Noncompetitive reemployment in the competitive service authorized on the basis of appointee's previous service under a career or career-conditional appointment. (315)

REMOVAL - Separation of an employee for cause based upon personal misconduct. (311)

REMOVAL POWER - The power to separate an employee within the limitations of Federal rules and procedures. The appointing officer usually has this power. (311)

REPRIMAND - A formal letter of official censure. It is disciplinary action less severe than an adverse action. (751)

RESIGNATION - Separation at an employee's request. Employees are advised when they are first employed to notify supervisors in advance, if possible, and to give their reasons for resigning. Resignations are usually accepted by an agency in lieu of removal, but the agency is required to record information reflecting on an individual's suitability in such cases. Common causes of resignation are: personal reasons, a better job in private industry, dissatisfaction with work, personality conflicts, lack of opportunity to progress, etc. (715)

RESTORATION RIGHTS - The entitlement of employees who leave their civilian positions for military duty to return to those positions after termination of that duty. (353)

RETENTION PREFERENCE - The relative right of an employee to be retained in a position when similar positions are being abolished and employees in similar positions are being separated or furloughed. (351)

RETENTION REGISTER - A written or printed record of all employees occupying positions in a competitive level, arranged by tenure groups and subgroups, and by service dates within the subgroup in which some employees are retained and others are separated or reassigned. (351)

RETIREMENT - Separation from the service after attaining eligibility for the annuity benefits of the Retirement Act as amended (5 U.S.C. 8301-8348 and P.L. 85-177). There are 6 types of retirement: age, optional, disability, 20-year discontinued service, 25-year discontinued service, and deferred retirement. (831)

RETIREMENT, DEFERRED - Separation or transfer to a position not under the Retirement Act of an employee under age 62 with at least 5 years of civilian service. This employee begins receiving annuities on his 62nd birthday. (831)

RETIREMENT, 20-YEAR DISCONTINUED SERVICE - Involuntary separation of an employee through no fault of his own after he reaches age 50 and has completed 20 years of service. (831)

RETIREMENT, 25-YEAR DISCONTINUED SERVICE - Involuntary separation of an employee through no fault of his own after he has completed at least 25 years of service. This annuity is reduced by 1/6th of 1 percent for each full month he is under age 55. (831)

RETIREMENT, MANDATORY - Separation of an employee at the maximum allowable working age, which is 70 years. With certain exceptions, each Federal employee must be separated at age 70, if: 1) he has completed 15 years of creditable service, including 5 years of civilian service, and 2) he has been employed under the General Schedule for at least one year within the 2-year period immediately preceding his separation. (831)

RETIREMENT, OPTIONAL - Separation of an employee after he applies for retirement on the basis of a combination of age and service. The minimum combinations of age and service making an employee eligible for this kind of retirement are: Age 62 with 5 years of service; age 60 with 20 years of service; age 55 with 30 years of service. (831)

RETREATING - During reduction in force, the displacement of one employee by another employee with higher standing in the same subgroup. (351)

- S -

SALARY RETENTION - The financial cushion which allows an employee demoted without personal cause to retain his salary for 2 years. (531)

SCHEDULES A, B, AND C - Categories of positions excepted from the competitive service by Commission regulation. (213)

SECURITY PROGRAM - The system of investigating applicants and reviewing the suitability of employees for fitness to serve the Government in various kinds of sensitive and nonsensitive positions involving the national security. (732)

SEPARATION RATE - The number of individuals who have left the agency for any reason, regardless of the reason, divided by the organizational strength at the time the report is run.

SERIES OF CLASSES - One or more classes of positions which are similar as to specialized type of work being performed, but different in difficulty or responsibility of work, and therefore different in grade and salary range. For example, the Personnel Staffing Specialist Series, Grades GS-5 and above. (511)

SERVICE COMPUTATION DATE - The date, either actual or adjusted, from which service credit is accumulated for determining the rate of leave accrual; it may be different from service date, which determines relative standing in subgroup for reduction-in-force. (296)

SERVICE RECORD CARD - (Standard Form 7) A brief of the employee's service history. It is kept on file in accordance with agency disposition instructions. (295)

SINGLE-AGENCY BOARDS - Also called Establishment Boards. A system for Federal competitive recruitment until 1966. These Boards were staffed primarily by their biggest customer agency. In 1966, there were over 800 of these Boards. Almost all of them have been replaced by Area Offices. (331)

SPECIAL SALARY RATES - Salary rates higher than the regular statutory schedule. The President establishes these higher pay rates for occupations in which private enterprise is paying substantially more than the regular Government schedule and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. (530)

SPOILS SYSTEM - The personnel system characterized by the political appointment and removal of employees without regard to merit. (212)

STANDARD FORM 39 (Request for Certification) - Form used by agencies to request Commission referral of register eligibles for appointment consideration. (332)

STANDARD FORM 50 (Notification of Personnel Action) - Completed by the personnel or administrative office. (296)

STANDARD FORM 52 (Request for Personnel Action) - Completed by the operating official or supervisor. (296)

STANDARD FORM 62 (Statement of Reasons for Objecting to an Eligible or Passing Over a Preference Eligible) - Agencies send this form to the Commission to request approval to object to or pass over an eligible. (332)

STANDARD FORM 78 - Form for pre-employment medical examination (339)

STANDARD FORM 170 (Application for Federal Employment) - Used in applying directly to an employing agency for a Federal position. (293)

STANDARD FORM 171 (Personal Qualifications Statement) - (Formerly called SF57, "Application for Federal Employment".) Used in applying for a Federal position through a competitive examination. (293)

STANDARDS - Measures by which the Government determines the applicant's qualifications for a position (qualification standards) and what the incumbent's duties and responsibilities shall be (classification standards). (271)

STATE ASSIGNEE - An EPA employee with a term appointment assigned to a State, with the intent that he will eventually work for that State. Initially, these appointments were created by the Clean Air Act. More recently, additional positions for Noise Abatement and Water have been created.

STATUS EMPLOYEE - One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status. (315)

STATUS QUO EMPLOYEE - An employee who failed to acquire competitive status when the position in which he was serving was placed in the competitive service by a statute, executive order, or Civil Service Rule which permitted his retention without the acquisition of status. (315)

SUITABILITY - An applicant's or employee's fitness for employment in the competitive service, as indicated by his character and conduct. (731)

SUPER GRADES - EPA employees having a General Schedule rating of GS-16 through GS-18

SUSPENSION - For disciplinary purposes, placing an employee in a nonpay, nonduty status. (751)

SUSPENSION OF ELIGIBILITY - The temporary withholding of an eligible's name from certification. (332)

- T -

TENURE - The period of time an employee may reasonably expect to serve under his current appointment. It is granted and governed by the type of appointment under which an employee is currently serving, without regard to whether he has competitive status or whether his appointment is to a competitive position or an excepted position. (210)

TENURE GROUPS - Categories of employees ranked in priority order for retention during reduction in force. For the competitive service, they are in descending order:

Group I - employees under career appointments and not serving probation.

Group II - employees serving probation, career-conditional employees, and career employees in obligated positions.

Group III - includes indefinite employees, TAPER employees, status quo employees, and employees under any other nonstatus, nontemporary appointment. (351)

For the excepted service, they are in descending order:

Group I - includes permanent employees whose appointments carry no restriction or condition such as definite or indefinite, specific time limitation, or trial period.

Group II - includes employees serving trial periods, those whose tenure is indefinite solely because they occupy obligated positions, and those whose tenure is equivalent to career-conditional in the competitive service in those agencies that have that type of appointment.

GROUP III - includes employees whose tenure is indefinite, that is, without specific time limitation, but not actually or potentially permanent, or with a specific time limitation of more than 1 year. Also included are temporary employees who, though currently under appointments limited to 1 year or less, complete 1 year of current continuous employment. (351)

TENURE SUBGROUPS - Subcategories of tenure groups, with certain exceptions, are determined by entitlement to veteran preferences. (351)

Subgroup A - veterans
Subgroup B - nonveterans

TEST - An oral, written, or performance measurement of ability. A type of examination. (337)

TEST, APTITUDE - An examination designed to measure an individual's probable ability to perform work of a given nature. (337)

TEST, PERSONALITY - A device used to attempt to appraise the temperamental or emotional composition of a prospective employee. Its use is forbidden to determine fitness for the competitive service. (337)

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION - The provision that 3 months must elapse after an employee's latest nontemporary competitive appointment before he may be promoted, reassigned to a different line of work, or transferred or reinstated to a higher grade or different line of work in the competitive service. (330)

TIME-IN-GRADE RESTRICTION - That part of the Whitten Amendment which prevents agencies from making excessively rapid promotions to positions subject to the Classification Act of 1949, as amended (5 U.S.C., Chapter 51 and Chapter 53, Subchapter III). (300)

TRANSFER - A change of an employee, without a break in service of one full work day, from a position in one agency to a position in another agency. (315)

TRANSFER OF FUNCTION - For reduction in force, it is the transfer of the performance of a continuing function from one competitive area to another, or the movement of the competitive area in which the function is performed to another competitive area. (351)

TURNOVER - The ratio formed by dividing the number of personnel who have left an organizational grouping over a given period of time for any reason, divided by the number of filled positions within that organization at the time the report is generated.

- U -

UNEMPLOYMENT COMPENSATION - An unemployment insurance for Federal employees. It was established by the Social Security Act, January 1, 1955, and administered through State employment service offices. (850)

- V -

VETERAN - A person entitled to preference under 5 U.S.C. 2108, including a woman entitled to wife, widow, or mother preference under the law. (211)

VOUCHER - An inquiry which agencies and the Commission send to employers, references, professors, and others who presumably know a job applicant well enough to describe his job qualifications and personal character. (337)

- W -

WAGE AREA - A local geographical area within which uniform rates of pay are established under the Coordinated Federal Wage System and applied to positions of the same wage grade. (532)

WAGE EMPLOYEES - Also called Federal wage workers. Those employees in trades, crafts, or labor occupations covered by the Coordinated Federal Wage System and whose pay is fixed and adjusted administratively from time to time in accordance with prevailing rates. (532)

WHITTEN AMENDMENT - Section 1310 of Public Law 82-253, as amended. It contains a number of restrictions on Federal employment, including time-in-grade restrictions. (300)

WITHIN-GRADE INCREASE - See INCREMENT. (531)

- Z -

ZONE OF CERTIFICATION - A geographical or administrative area. Register eligibles living within this area are certified for vacancies within the area before other eligibles. (332)

EMPLOYMENT AND POSITION GROUPINGS

All employees in the EPA may be described by nine terms identified by numerals known in the DIPS automated personnel system as "Permanent/Other Codes". On EPA "National" computerized reports, this code is usually marked "P" in the column headings. Next to the "P" is a "T" column for nine major "Types of Appointment" which identify all Federal Civil Service appointments.

PERMANENT/OTHER GROUPS AND CODES:

"P" Codes:
1 = Permanent Full-Time (except student trainee)
2 = Permanent Part-Time (except student trainee)
3 = Permanent Intermittent (except student trainee)
4 = Other Full-Time
5 = Other Part-Time
6 = Other Intermittent
7 = Student Trainees Full-Time
8 = Student Trainees Part-Time
9 = Student Trainees Intermittent

The Permanent/Other groups are made for convenience by combining two separately recorded identification categories: "Position Tenure" and "Work Schedule".

POSITION TENURE - The period of time an employee may reasonably expect to serve under his current appointment.

Permanent: There is expectation of continuing employment without time limit.

Temporary: The expectation at the outset is that the employment is to be of temporary or limited duration.

WORK SCHEDULE - The three groups describing the ways in which employee hours of work are arranged to satisfy the needs of the position, as shown in the official tour of duty.

Full-Time: The needs of the position require a full schedule of 40 hours per week.

Part-Time: The needs of the position are such that it may be adequately served by fewer than 40 hours work per week, but with a regularly scheduled tour of duty. The schedule may be changed only by a Personnal Action Request, Form SF-52.

Intermittent: The needs of the position are such that they may be adequately served by less than 40 hours work per week on an irregular basis with no set schedule.

Work schedules may be changed only by means of personnel actions, except for Stay-In-School Program employees who may be allowed to change from a maximum of 16 hours per week while school is in session to 40 hours per week during vacation periods. Special provisions are made for administering this group.

APPOINTMENT GROUPS AND CODES, TYPE OF - Identify the types of appointments held by employees.

"T" Codes: 1 = Career
2 = Career Conditional
3 = Taper
4 = Temporary Not to Exceed 1 Year, or Less
5 = Term and Limited Executive Assignment
6 = Indefinite-Competitive
7 = Excepted-Career, and Non-Career Executive Assignment with No Condition
8 = Excepted-Career-Conditional, Indefinite, Transitional, Veterans Readjustment, and Non-Career Executive Assignment Indefinite
9 = Excepted-Limited

Generally, employees who are recorded as "Permanent Full-Time" ("P" 1) are charged against EPA's Permanent Full-Time Position Ceiling Authorizations, and all others ("P" 2 thru 9) are charged against the Other Than Permanent Full-Time Ceiling. But there may be exceptions, as noted below.

"Permanent Position": A position which has been established without time limit or for a limited period of a year or more or which, in any event, has been occupied for a year or more (regardless of the intent when it was established).

"Temporary Position": A position which has been established with a time limit of less than one year.

PERMANENT FULL-TIME POSITIONS - Fall within the permanent full-time ceiling authorized for EPA by the Office of Management and Budget, and internally allocated by EPA's Resources Management, Budget Operations Division. The encumbents charged to permanent full-time ceiling must be in full-time work schedules, but they may not necessarily hold permanent tenure appointments in certain circumstances. They may be term appointees with temporary tenure, for example, whose work projects will last longer than one year but not exceed four years. Or, they may be temporary appointees who have performed in continuing functions for a year or longer, in rare cases.

OTHER THAN PERMANENT FULL-TIME POSITIONS - Fall within the OMB "Other" ceiling. Positions which are "Permanent" but not occupied on a full-time basis, and all "Temporary" positions however they are occupied or performed.

"Position Tenure" or the occupation of "Permanent Full-Time" or "Other Than Permanent Full-Time" positions should not be confused with competitive status as defined in the glossary. Employees who have personal competitive status may presently occupy positions in the competitive or excepted service which are either permanent or temporary. Such an employee's type of appointment may show as "Excepted-Career" when occupying a permanent position or "Excepted-Limited" when occupying a temporary position.

AVERAGE GRADE CRITERIA - "General Schedule" pay plan plus "full-time" work schedule are the necessary factors in computing average grade. Only GS Full-Time employees, whether permanent or temporary, figure in the average grade.

COMBINED "PT" CODES - On EPA "National" computer reports, the codes shown under "PT" for Permanent/Other and Type of Appointment, when taken together, can give a complete picture of an employee's status. For example, an employee who has "17" under the PT column is occupying a Permanent Full-Time position (1) and his type of appointment is Excepted-Career (7).

Additional definitions will be issued from time-to-time to be filed with this glossary.

DATA DICTIONARY

NAME: ADVERSE ACTION DATE

DEFINITION: THE DATE ON WHICH ADVERSE ACTION WAS TAKEN IN THE FORM MMDDYY

EDITING RULES: STANDARD DATE FORMAT.

size: six (6) characters

NO. OF OCCURRENCES: ONCE PER ADVERSE ACTION.

SOURCE: SF-52.

REQUIRED/OPTIONAL: REQUIRED IF ADVERSE ACTION >0.

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL OFFICER.

SENSITIVITY: SENSITIVE.

RETENTION: INDEFINITE.

DIPS: 030

CARD: N,O

DATA DICTIONARY

NAME: ADVERSE ACTION TYPE

DEFINITION: INDICATES THE TYPE OF ADVERSE ACTION TAKEN ON AN EMPLOYEE BLANK INDICATES NO ADVERSE ACTION TAKEN.

1 = REMOVAL
2 = SUSPENSION > 30 DAYS
3 = SUSPENSION < 30 DAYS
4 = FURLOUGH WITHOUT PAY
5 = REDUCTION IN RANK
6 = REDUCTION IN GRADE
7 = REDUCTION IN PAY

EDITING RULES: NUMERIC 1 THRU 7

size: one (1) character

NO. OF OCCURRENCES: VARIABLE

SOURCE:

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY: SENSITIVE

RETENTION: INDEFINITE

DIPS: DOD

CARD: N,O

DATA DICTIONARY

NAME: ALIEN RESIDENT/NON-RESIDENT.

DEFINITION: A CODED ITEM IDENTIFYING WHETHER A FOREIGN NATIONAL EMPLOYED IN THE 48 CONTIGUOUS STATES IS A RESIDENT OR NON-RESIDENT ALIEN.

EDITING RULES: NUMERIC ITEM, VALUES OF 1 AND 2. LOGICAL VALUES DEFINED AS FOLLOWS:
1=RESIDENT ALIEN
2=NONRESIDENT ALIEN

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-61B

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: NONE

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 714

CARD: E,63

DATA DICTIONARY

name: Award, amount of intangible benefit

DEFINITION: ESTIMATED TOTAL INTANGIBLE BENEFIT OF A SUGGESTION TO THE AGENCY IN WHOLE DOLLARS.

EDITING RULES: NUMERIC 6 DIGITS

size: six (6) characters

NO. OF OCCURRENCES: ONE PER AWARD WITH TYPE SUGGESTION

SOURCE: EPA 3130-4

REQUIRED/OPTIONAL: REQUIRED IF AWARD TYPE IS "SUGGESTION"

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 000

CARD: N.D

DATA DICTIONARY

name: award, amount of tangible benifit

DEFINITION: ESTIMATED TOTAL TANGIBLE BENEFIT TO THE AGENCY OF A SUGGESTION IN WHOLE DOLLARS.

EDITING RULES: NUMERIC 6 DIGITS

size: six (6) digits

NO. OF OCCURRENCES: ONE PER SUGGESTION

SOURCE: EPA 3130-4

REQUIRED/OPTIONAL: REQUIRED IF AWARD TYPE IS 'SUGGESTION'

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 000

CARD: N,0

DATA DICTIONARY

NAME: ANNUITY

DEFINITION: GROSS MONTHLY ANNUITY OF A REEMPLOYED CIVIL SERVICE ANNUITANT

EDITING RULES: NUMERIC ITEM

SIZE: FOUR (4) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171 ITEM 36

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

dips: 38-41

card: c

DATA DICTIONARY

NAME: APPOINTMENT AFFIDAVITS DATE

DEFINITION: DATE ON WHITH THE OATH OF OFFICE WAS ADMINISTERED.

EDITING RULES: NUMERIC ITEM IN FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (VALUE OF 01-12) DD=DAY OF MONTH (VALUE OF 01-31 WITH EXTREME VALUE DEPENDENT UPON VALUE OF MONTH) YY=LAST TWO DIGITS OF YEAR

size: six (6) digits

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-61

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: NONE

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE.

DIPS: 705

CARD: G,24

NAME: APPORTIONED

DEFINITION: CODED ITEM INDICATING WHETHER AN EMPLOYEE IN THE WASHINGTON, D.C. METROPOLITAN AREA IS ENTERING OR LEAVING AN APPORTIONED POSITION

EDITING RULES: NUMERIC ITEM WITH POSSIBLE VALUES OF 11, 12, 21, AND 22 WHERE

11=FROM PROVED TO PROVED
12=FROM PROVED TO WAIVED
21=FROM WAIVED TO PROVED
22=FROM WAIVED TO WAIVED

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE IN D.C. AREA

SOURCE: SF-171 PAGE 1

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: NONE

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 719

CARD: E,71

DATA DICTIONARY

NAME: AUTHENTICATION DATE

DEFINITION: DATE OF APPROVAL, BY THE APPOINTING OFFICIAL, OF THE PERSONNEL ACTION

EDITING RULES: NUMERIC ITEM IN FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (RANGE=01-12) DD=DAY OF MONTH (RANGE=01-31 WHERE EXTREME VALUE DETERMINED BY VALUE OF MONTH) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER PERSONNEL ACTION PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: NONE

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 706

CARD: G,30

DATA DICTIONARY

NAME: AUTHORIZED POSITION

DEFINITION: THIS CODED ITEM DEFINES A POSITION AS AUTHORIZED OR NOT.

EDITING RULES: NUMERIC ITEM, VALUES OF 0 AND 1.

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: AS LONG AS POSITION EXISTS

DIPS: DOD -NEW

CARD: N,0

DATA DICTIONARY

NAME: AWARD TYPE

DEFINITION: DEFINES THE TYPE OF AWARD AS FOLLOWS:

0 = SPECIAL ACHIEVEMENT
1 = QUALITY STEP INCREASE
2 = CONTINUED SUPERIOR PERFORMANCE
3 = SPECIAL ACT OF SERVICE
4 = SPECIAL ACT OF SERVICE (GROUP)
5 = SUGGESTION
6 = SUGGESTION GROUP
7 = COMMENDABLE SERVICE (BRONZE MEDAL)
8 = SUPERIOR SERVICE (SILVER MEDAL)
9 = EXCEPTIONAL SERVICE (GOLD METAL)

EDITING RULES: NUMERIC 0 THRU 9

SIZE: (1) character

NO. OF OCCURRENCES: ONCE PER AWARD

SOURCE: EPA 3130

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 000

CARD: N,O

DATA DICTIONARY

NAME: AWARD-SUGGESTION NUMBER

DEFINITION: A NUMBER WHICH UNIQUELY IDENTIFIES EACH AWARD-SUGGESTION MADE

EDITING RULES: ALPHANUMERIC VALUE IN THE FORMAT YYMMDDD WHERE:
YY INDICATES THE LAST 2 DIGITS OF THE YEAR WHEN THE AWARD- SUGGESTION WAS MADE.
MM INDICATES THE MONTH IN WHICH THE AWARD-SUGGESTION WAS MADE.
DDD INDICATES THE NUMBER OF THE AWARD-SUGGESTION.

size: Seven (7) characters

NO. OF OCCURRENCES: ONCE PER AWARD-SUGGESTION

SOURCE: EPA 3130

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: LAST FOUR DIGITS ARE COMPUTER GENERATED

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 000

CARD: N,0

DATA DICTIONARY

NAME: AWARD STATUS DATE

DEFINITION: THE DATE ON WHICH THE PRESENT AWARD STATUS BECAME EFFECTIVE IN YYMMDD FORMAT.

EDITING RULES: NUMERIC ITEM IN INVERTED DATE FORMAT

size: six (6) characters

NO. OF OCCURRENCES: ONCE PER AWARD

SOURCE: EPA 3130

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY: n/a

RETENTION: INDEFINITE

DIPS: 000

CARD: N,C

DATA DICTIONARY

NAME: AWARD STATUS

DEFINITION: THE CURRENT STATUS OF AN AWARD. SPECIFIC VALUES AT PRESENT NOT DETERMINED

EDITING RULES: NUMERIC 0 THRU 9

size: one (1) character

NO. OF OCCURRENCES: ONCE PER AWARD

SOURCE: EPA 3130

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 00C

CARD: N,0

DATA DICTIONARY

NAME: AWARD RECIPIENT

DEFINITION: THE SOCIAL SECURITY NUMBER OF THE RECIPIENT OF A SPECIFIC AWARD. IF A GROUP AWARD, THE SSN'S OF ALL RECIPIENTS WILL BE INCLUDED.

EDITING RULES: NUMERIC 9 DIGITS

size: nine (9) characters

NO. OF OCCURRENCES: VARIABLE

SOURCE: EPA 3130

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY: SENSITIVE

RETENTION: INDEFINITE

DIPS: 000

CARD: N,O

DATA DICTIONARY

NAME: AWARD DATE

DEFINITION: THE DATE ON WHICH THE EMPLOYEE RECEIVED THE AWARD

EDITING RULES: NUMERIC STANDARD DATE FORMAT

size: six (6) characters

NO. OF OCCURRENCES: ONE PER AWARD RECEIVED PER EMPLOYEE

SOURCE:

REQUIRED/OPTIONAL: REQUIRED IF AWARD RECEIVED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY: NONE

RETENTION: INDEFINITE

DIPS: 000

CARD: N,0

DATA DICTIONARY

NAME: AWARD

DEFINITION: CODED ITEM USED TO INDICATE CERTAIN TYPES OF AWARDS GRANTED EMPLOYEES. CATEGORIES OF AWARDS ARE SPECIAL ACHIEVEMENT (CASH), GOLD MEDAL FOR EXCEPTIONAL SERVICE, SILVER MEDAL FOR SUPERIOR SERVICE, AND BRONZE MEDAL FOR COMMENDABLE SERVICE

EDITING RULES: NUMERIC ITEM, RANGE OF 1-4, LOGICAL VALUES ASSIGNED AS FOLLOWS:

1=SPECIAL ACHIEVEMENT AWARD (CASH)
2=GOLD MEDAL FOR EXCEPTIONAL SERVICE (HONOR)
3=SILVER MEDAL FOR SUPERIOR SERVICE (HONOR)
4=BRONZE MEDAL FOR COMMENDABLE SERVICE (HONOR)

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: OPEN-ENDED

SOURCE: MEMO

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 994

CARD: J,Q

DATA DICTIONARY

NAME: BIRTHDATE

DEFINITION: DATE OF EMPLOYEE'S BIRTH

EDITING RULES: NUMERIC ITEM IN FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (RANGE OF 01-12) DD=DAY OF MONTH (RANGE 01-28, 29, 30, OR 31 DEPENDING ON MONTH OF YEAR AND WHETHER YEAR IS A LEAP YEAR) YY=LAST TWO DIGITS OF YEAR

size: six (6) digit

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171 ITEM 9

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: NONE

AUTHORIZATION TO CHANGE:

SENSITIVITY: AVAILABLE TO EMPLOYEE ONLY

RETENTION: INDEFINITE

DIPS: 709

CARD: A,40

DATA DICTIONARY

NAME: BUREAU CODE

DEFINITION: TWO (2) DIGIT CODE ASSIGNED TO A BUREAU

EDITING RULES: NUMERIC ITEM WITH LOGICAL VALUE OF 18 DEFINED AS ENVIRONMENTAL PROTECTION AGENCY

size: two (2) digits

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: ASSIGNED BY CSC

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: NONE

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 001

CARD: A,1

DATA DICTIONARY

NAME: CAREER OR QUALIFYING SERVICE BEGINNING DATE

DEFINITION: THE DATE FROM WHICH SERVICE IS COUNTED TOWARD CAREER TENURE OR IS QUALIFYING FOR CONVERSION TO CAREER

EDITING RULES: NUMERIC ITEM IN FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (RANGE 01-12) DD=DAY OF MONTH (RANGE 01-31 WHERE END VALUE DETERMINED BY MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: NONE

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 736

CARD: G,63

NAME: CITIZENSHIP

DEFINITION: AN EMPLOYEE'S CITIZENSHIP STATUS IN TERMS OF HIS WORK LOCATION. CATEGORIES ARE DEFINED AS U.S. CITIZEN, LEGAL RESIDENT OF, AND WORKING IN ALASKA, HAWAII, OR U.S. TERRITORY, OTHER U.S. CITIZEN IN ALASKA, HAWAII, U.S. TERRITORY, ALL OTHER U.S. CITIZENS, NON- CITIZEN WORKING IN ALASKA, HAWAII, U.S. TERRITORY OR FOREIGN COUNTRY AND NON-CITIZEN IN 48 CONTIGUOUS STATES

EDITING RULES: NUMERIC ITEM, RANGE OF 1-5, LOGICAL VALUES DEFINED AS FOLLOWS:

1=U.S. CITIZEN, LEGAL RESIDENT OF AND WORKING IN ALASKA,HAWAII, OR U.S. TERRITORY
2=OTHER U.S. CITIZEN IR ALASKA, HAWAII, U.S. TERRITORY
3=ALL OTHER U.S. CITIZENS
4=NON-CITIZEN WORKING IN ALASKA, HAWAII, U.S. TERRITORY, OR FOREIGN COUNTRY.
5=NON-CITIZEN IN 48 CORTIGUOUS STATES

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-61-B

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: NONE

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 713

CARD: E,62

DATA DICTIONARY

NAME: CIVIL SERVICE AUTHORITY

DEFINITION: THIS ITEM CONTAINS THE SPECIFIC REGULATION (IN ABBREVIATED FORM) AND THE IDENTIFICATION OF A SPECIFIC AUTHORITY (IF NECESSARY) WHEN AN ACTION REQUIRED AN AUTHORITY CITATION

EDITING RULES: ALPHA NUMERIC ITEM. EXACT FORMAT AS SPECIFIED IN CSC AUTHORITIES LIST (FOR THE REGULATION SPECIFICATION). IF MORE THAN ONE REGULATION IS CITED USE A SEMI-COLON TO SEPARATE THE REGULATIONS. IF AN AUTHORITY IS REQUIRED SEPARATE IT FROM THE REGULATION BY A SEMI-COLON

SIZE: FORTY (40) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE PER ACTION

SOURCE: SF-85

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 708

CARD: B,24

NAME: COLA/DIFFERENTIAL

DEFINITION: A CODED ITEM WHICH INDICATES WHEN AN INDIVIDUAL IS ELIGIBLE FOR A COST-OF-LIVING ALLOWANCE AND OR POST DIFFERENTIAL

EDITING RULES: NUMERIC ITEM, RANGE OF 0-4, WITH LOGICAL VALUES DEFINED AS FOLLOWS: 0=NOT ELIGIBLE FOR COLA OR DIFFERENTIAL
1=ELIGIBLE FOR NON-FOREIGN COLA
2=ELIGIBLE FOR NON-FOREIGN POST DIFFERENTIAL
3=ELIGIBLE FOR FOREIGN POST DIFFERENTIAL
4=ELIGIBLE FOR NON-FOREIGN COLA AND NON-FOREIGN POST DIFFERENTIAL

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52, REMARKS

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 017

CARD: C,33

DATA DICTIONARY

NAME: COMM NUMBER

DEFINITION: COMLINE NUMBER

EDITING RULES: NUMERIC

SIZE: TEN (10) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: REGIONAL PMIS SUPPLEMENTAL DATA FORM

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: APPLICABLE REGION

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: R,O

DATA DICTIONARY

NAME: COMPETITIVE LEVEL

DEFINITION: A CODE WHERE GROUP POSITIONS ARE INTERCHANGEABLE FOR RIF PURPOSES ARBITRARILY ASSIGNED BY SUBMITTING OFFICE

EDITING RULES: NUMERIC ITEM, RANGE OF 0-999

SIZE: THREE (3) DIGITS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: LOCAL SUBMITTING OFFICE

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 692

CARD: C,73

DATA DICTIONARY

NAME: COUNTED/NOT COUNTED

DEFINITION: INDICATES WHETHER OR NOR AN EMPLOYEE IS COUNTED AS A PAID EMPLOYEE ON THE MONTHLY SF-113A REPORT

EDITING RULES: NUMERIC ITEM, RANGE 0-6, 8 & 9, LOGICAL VALUES DEFINED AS FOLLOWS:

0=COUNTED,
1=COUNTED (INTERMITTENT PAID AND SEPARATED IN CURRENT MONTH,
2=NOT COUNTED (MILITARY FURLOUGH),
3=NOT COUNTED (RIF FURLOUGH),
4=NOT COUNTED (LWOP AND ADMINISTRATIVE FURLOUGH IN EXCESS OF 30 DAYS),
5=NOT COUNTED (SUSPENSION IN EXCESS OF 30 DAYS),
6=NOT COUNTED (AWOL IN EXCESS OF 30 DAYS),
8=NOT COUNTED (INTERMITTENT NOT PAID IN CURRENT MONTH, AND
9=NOT COUNTED (FULL TIME, PART TIME, & UNPAID INTERMITTENT SEPERATED IN CURRENT MONTH

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: COMPUTER GENERATED

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 740

CARD: G,78

DATA DICTIONARY

NAME: DATE ENTERED PRESENT POSITION

DEFINITION: DATE OF AN EMPLOYEE'S ASSIGNMENT TO HIS PRESENT POSITION.

EDITING RULES: NUMERIC ITEM, IN THE FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (RANGE 01-12) DD=DAY OF MONTH (RANGE 01-28, 29, 30, 31 DEPENDING ON MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER POSITION PER EMPLOYEE

SOURCE: SF-52 (ITEM # 13)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: NA

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 695

CARD: J,18

NAME: DEPARTMENTAL/FIELD

DEFINITION: CODED ITEM INDICATING WHETHER POSITION IS IN THE HOME OFFICE DEPARTMENTAL OR FIELD SERVICE

EDITING RULES: NUMERIC ITEM, VALUE OF 1 OR 2, LOGICAL VALUES DEFINED AS FOLLOWS:

1 = DEPARTMENTAL (HDQ)
2 = FIELD (ELSWHERE)

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: AS LONG AS POSITION EXISTS

DIPS: 684

CARD: E,70

DATA DICTIONARY

NAME: DESIGNATED AGENT NO.

DEFINITION: A NUMBER ASSIGNED BY TREASURY FOR DISTRIBUTION OF CHECKS FOR A SPECIFIC LOCATION OR ORGANIZATION. THIS PERSON RECEIVES CHECKS FROM THE TREASURY DEPARTMENT.

EDITING RULES: NUMERIC ITEM, VALUE RANGES FROM 0-9999

SIZE: FOUR (4) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM 27)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 176

CARD: F,55

NAME: DUTY STATION LOCATION CODE

DEFINITION: THE GEOGRAPHIC LOCATION OF THE EMPLOYEE'S OFFICIAL HEADQUARTERS OR DUTY STATION

EDITING RULES: NUMERIC ITEM CODED AS FOLLOWS: IF WITHIN THE U.S. FIRST 2 DIGITS = STATE, MIDDLE 4 DIGITS = CITY, AND LAST 3 DIGITS = COUNTY. IF OUTSIDE U.S. FIRST 2 DIGITS = CONTIMENT, MIDDLE 4 DIGITS = CITY, AND LAST 3 DIGITS = COUNTRY

SIZE: NINE (9) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 26)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: CONVERTED TO FIPS CODE BY PROGRAM

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 006

CARD: E,53

DATA DICTIONARY

NAME: EDUCATIONAL LEVEL

DEFINITION: HIGHEST LEVEL OF FORMAL EDUCATION ATTAINED

EDITING RULES: NUMERIC ITEM. RANGE OF 01-22. SEE DIPS MANUAL FOR CODE DEFINITIONS

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171 (ITEM # 22)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 850

CARD: J,33

NAME: ACADEMIC DISCIPLINE.

DEFINITION: THIS CODE INDICATES THE MAJOR FIELD OF STUDY FOR AN INDIVIDUAL'S HIGHEST DEGREE.

EDITING RULES: NUMERIC ITEM, RANGE OF VALUES FROM 0100-9999. FOR LOGICAL VALUES REFER TO DIPS MANUEL

SIZE: FOUR (4) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171 (ITEM # 22)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 850

CARD: J,29

DATA DICTIONARY

NAME: YEAR OF HIGHEST DEGREE

DEFINITION: THE YEAR IN WHICH AN INDIVIDUAL RECEIVED HIS HIGHEST DEGREE

EDITING RULES: NUMERIC ITEM, RANGE FROM 00-99. THE LAST TWO DIGITS OF THE YEAR IN WHICH DEGREE RECEIVED

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EQUIVALENT DEGREES PER EMPLOYEE

SOURCE: SF-171

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 850

CARD: J,33

DATA DICTIONARY

NAME:EMPLOYEE BARGANING UNIT EXCLUSION

DEFINITION: AN ITEM WHICH INDICATES WHETHER AN EMPLOYEE IS EXCLUDED FROM EXCLUSIVE BARGANING OR NOT AND IF EXCLUDED, THE BASIS FOR EXCLUSION THE FOLLOWING VALUES PERTAIN

1 = EXCLUDED SUPERVISOR
2 = MANAGEMENT OFFICIAL
3 = CONFIDENTIAL EMPLOYEE
4 =
5 = :6 =
7 =
8 =
9 =

EDITING RULES: NUMERIC

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL OFFICER

SENSITIVITY: N/A

RETENTION: INDEFINITE

DIPS: 000

CARD:N,O

NAME: EMPLOYEE CITY AND STATE

DEFINITION: THE EMPLOYEES MAILING ADDRESS CITY, STATE AND ZIP CODE, CITY AND STATE MAY BE ABBREVIATED.

EDITING RULES: ALPHA/NUMERIC ITEMS

SIZE: EIGHTEEN (18) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE: RESPONSIBLE PERSONNEL OFFICE

DATA DICTIONARY

SENSITIVITY: sensitive

RETENTION: INDEFINATE

DIPS: 000 -NEW

CARD N.C

DATA DICTIONARY

NAME: EMPLOYEE MAIL DROP CODE

DEFINITION: THE IDENTIFICATION OF THE MAIL DROP LOCATION FOR EACH EMPLOYEE

EDITING RULES: ALPHA/NUMERIC

SIZE: FIVE (5) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (?)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY: NONE

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: N,O

DATA DICTIONARY

NAME: EMPLOYEE ROOM NUMBER

DEFINITION: THE INDIVIDUAL EMPLOYEE'S OFFICE OR ROOM NUMBER AT HIS PRESENT WORK LOCATION

EDITING RULES: ALPHA/NUMERIC ELEMENT

SIZE: SEVEN (7) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF52 (?)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL

SENSITIVITY: NONE

RETENTION: INDEFINITE

DIPS: DOD -NEW

CARD: N,O

DATA DICTIONARY

NAME: EMPLOYEE STREET ADDRESS

DEFINITION: THE EMPLOYEE'S PERSONAL STREET MAILING ADDRESS

EDITING RULES: ALPHA/NUMERIC ITEM

SIZE: 35

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE: RESPONSIBLE PERSONNEL OFFICE

sensitivity: sensitive

RETENTION: INDEFINATE

DIPS 003 -NEW

CARD: N,3

DATA DICTIONARY

NAME: EMPLOYING OFFICE LOCATION CODE

DEFINITION: THE GEOGRAPHIC LOCATION OF THE EMPLOYEE'S ORGANIZATIONAL HEADQUARTERS IF IT DIFFERS FROM HIS OFFICIAL HEADQUARTERS (DUTY STATION)

EDITING RULES: NUMERIC ITEM, CODE LOGICAL VALUES AS FOLLOWS: FIRST 4 DIGITS=CITY CODE LAST 2 DIGITS=STATE CODE REFER TO DEPT OF INTERIOR LOCATION TABLE FOR VALUES OF CITY AND STATE CODES

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: UNTIL EMPLOYEE REASSIGNED

DIPS: 724

CARD: E,64

NAME: EMPLOYMENT OBLIGATION

DEFINITION: THIS ITEM INDICATES WHETHER OR NOT AN EMPLOYEE IS LIABLE FOR REIMBURSEMENT OF TRAVEL COSTS WHEN HE LEAVES THE GOVERNMENT SERVICE

EDITING RULES: NUMERIC VALUE, VALUES OF 0 OR 1. LOGICAL VALUES DEFINED AS FOLLOWS:

0 = NO OBLIGATION
1 = EMPLOYEE OBLIGATED TO REMAIN IN GOVERNMENT SERVICE FOR ONE YEAR

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: EPA-3100-1

REQUIRED/OPTIONAL: REQUIRED (WHEN OBLIGATION EXISTS)

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

retention: until empl./trns. or other type obligation term.

DIPS: 718

CARD: J,18

DATA DICTIONARY

NAME: ENTRANCE ON DUTY DATE

DEFINITION: EFFECTIVE DATE OF THE EMPLOYEE'S LATEST PERIOD OF CONTINUOUS EMPLOYMENT IN THE BUREAU

EDITING RULES: NUMERIC ITEM IN FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (01-12) DD=DAY OF MONTH (01-31 WHERE EXTREME VALUE DEPENDS ON MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 13)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: GENERATED FROM EFFECTIVE DATE OF LATEST PERIOD OF CONTINUIOUS EMPLOYMENT.

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 726

CARD. N/A

DATA DICTIONARY

NAME: ETHNIC ORIGIN

DEFINITION: TBD

EDITING RULES: TBD

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY: SENSITIVE

RETENTION: INDEFINITE

DIPS: TBD

CARD: TBD

DATA DICTIONARY

NAME: EXD, EXPERIENCE EPA ORGANIZATIONAL

DEFINITION: THE EPA ORGANIZATIONAL EXPERIENCE OF AN EPA EMPLOYEE WHO IS A PARTICIPANT IN THE EXECUTIVE DEVELOPMENT PROGRAM.

EDITING RULES: A NUMERIC ITEM, WITH A VALUE OF 01-36. LOGICAL VALUES ARE:

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: THREE PER EMPLOYEE

SOURCE: EPA HQTR FORM 3140-10

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PMD,EXD STAFF

SENSITIVITY: N/A

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: N,O

DATA DICTIONARY

NAME: EXD, EXPERIENCE LENGTH & AWARDS

DEFINITION: THE LENGTH OF EXPERIENCE AND ANY AWARD OF AN EPA EMPLOYEE WHO IS A PARTICIPANT IN THE EXECUTIVE DEVELOPMENT PROGRAM

EDITING RULES: A NUMERIC ITEM, WITH A RANGE VALUE OF 01-13. VALUEA ARE:

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: THREE PER EMPLOYEE

SOURCE: EPA HQTR FORM 3140-10

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PMD, EXD STAFF

SENSITIVITY: N/A

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: N,O

DATA DICTIONARY

NAME: EXD, SELECT TRAINING NEED-FIRST PRIORITY

DEFINITION: THE TRAINING PROGRAM SELECTED BY AN EPA EMPLOYEE AS HIS PRIMARY TRAINING NEED IN THE EXECUTIVE DEVELOPMENT PROGRAM

EDITING RULES: A NUMERIC ITEM WITH A LEGAL VALUE OF 01-36. VALUES ARE:

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: ONE PER EMPLOYEE

SOURCE: EPA HQTR FORM 3140-10

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PMD, EXD STAFF

SENSITIVITY: N/A

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: T,D

DATA DICTIONARY

NAME: EXD, SELECTED TRAINING NEED-SECOND PRIORITY

DEFINITION: THE TRAINING PROGRAM SELECTED BY AN EPA EMPLOYEE AS HIS SECONDARY TRAINING NEED IN THE EXECUTIVE DEVELOPMENT PROGRAM

EDITING RULES: A NUMERIC ITEM WITH A LEGAL RANGE VALUE OF 01-36. VALUES ARE THE SAME AS THE PRIMARY TRAINING NEED

SIZE: TWO (2) CHARACTERS'

NO. OF OCCURRENCES: ONE PER EMPLOYEE

SOURCE: EPA HQTR FORM 3140-10

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PMD, EXD STAFF

SENSITIVITY: N/A

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: T,0

DATA DICTIONARY

NAME: EXD, SELECTED TRAINING NEED-THIRD PRIORITY

DEFINITION: THE TRAINING PROGRAM SELECTED BY AN EPA EMPLOYEE AS HIS LAST CHOICE AS A TRAINING NEED IN THE EXECUTIVE DEVELOPMENT PROGRAM.

EDITING RULES: A NUMERIC ITEM WITH A LEGAL VALUE OF 01-36. VALUES ARE THE SAME AS THE PRIMARY TRAINING NEED

SIZE: TWO (2) CHARACTERS.

NO. OF OCCURRENCES: ON PER EMPLOYEE

SOURCE: EPA HQTR FORM 3140-10

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PMD, EXD STAFF

SENSITIVITY: N/A

RETENTION: INDENFINITE

DIPS: 000 -NEW

CARD: T,O

DATA DICTIONARY

NAME: EXD, EXPERIENCE TYPE

DEFINITION: THE AREA AN/OR TYPE OF EXPERIENCE AN EMPLOYEE HAS RECEIVED WHO IS A PARTICIPANT IN THE EXECUTIVE DEVELOPMENT PROGRAM.

EDITING RULES: A NUMERIC ITEM, WITH A RANGE VALUE OF 02-35

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: THREE PER EMPLOYEE

SOURCE: EPA HQTR FORM 3140-10

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PMD, EXD STAFF

SENSITIVITY: N/A

RETENTION: INDEFINITE

DIPS: OCO -NEW

CARD: N,O

DATA DICTIONARY

NAME: FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)

DEFINITION: THE STATUS OF AN EMPLOYEE WITH RESPECT TO HIS CURRENT COVERAGE UNDER THE FEGLI PROGRAM

EDITING RULES: NUMERIC ITEM, RANGE OF 1-4, LOGICAL VALUES DEFINED AS FOLLOWS:

1=COVERED REGULAR INSURANCE
2=INELIGIBLE
3=WAIVED
4=COVERED REGULAR & OPTIONAL INSURANCE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-176

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 201

CARD: C,35

DATA DICTIONARY

NAME: FILE LOCATION

DEFINITION: CSC SUBMITTING OFFICE NUMBER FOR THE PERSONAL OFFICE MAINTAINING THE OFFICIAL PERSONNEL FOLDER

EDITING RULES: NUMERIC ITEM CORRESPONDING TO ONE OF THE EXISTING SUBMITTING OFFICE NUMBER VALUES

SIZE: FOUR (4) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SUBMITTING OFFICE

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 725

CARD: G,20

DATA DICTIONARY

NAME: FIXED ACCOUNT NUMBER

DEFINITION: A NUMBER ASSIGNED BY A BUREAU FOR LABOR DISTRIBUTION PURPOSES

EDITING RULES: ALPHA/NUMERIC ITEM

SIZE: NINE (9) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 27)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENS:

RETENTION:

DIPS: 651

CARD: F,59

DATA DICTIONARY

NAME: FLEX END TIME

DEFINITION: TIME EMPLOYEE IS TO END WORK

EDITING RULES: NUMERIC MILITARY TIME RANGE 0000-2400

SIZE: FOUR (4) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: REGIONAL PMIS SUPPLEMENTAL DATA FORM

required/optional: region, optional

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: APPLICABLE REGION

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: R,0

DATA DICTIONARY

NAME: FLEX START TIME

DEFINITION: TIME EMPLOYEE IS TO START WORK

EDITING RULES: NUMERIC MILITARY TIME RANGE 0000-2400

SIZE: FOUR (4) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: REGIONAL PMIS SUPPLEMENTAL DATA FORM

required/optional: region,optional

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: APPLICABLE REGION

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: R,O

DATA DICTIONARY

NAME: FRACTIONAL PART

DEFINITION: CODED ITEM THAT IDENTIFIES THOSE EXPERTS OR CONSULTANTS WHO WORK LESS THAN EIGHT (8) HOURS A DAY WHO ARE TO BE COMPENSATED ON THE BASIS OF ACTUAL HOURS WORKED

EDITING RULES: NUMERIC ITEM, RANGE OF 0 OR 1, WHERE LOGICAL VALUES ARE DEFINED AS FOLLOWS:

0=NOT FRACTIONAL PART
1=FRACTIONAL PART

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (FORM TITLE)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 012

CARD: C,29

DATA DICTIONARY

NAME: FROM AGENCY

DEFINITION: THE LOSING AGENCY CODE ON INTER-AGENCY TRANSFERS

EDITING RULES: ALPHABETIC ITEM. SEE ATTACHMENT FOR LIST OF LEGAL VALUES

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: ONCE PER TRANSFER ACTION PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 721

CARD: B,22

DATA DICTIONARY

NAME: FUNCTIONAL CATEGORY

DEFINITION: IDENTIFIES THE FUNCTIONAL CLASSIFICATION OF SCIENTIFIC AND ENGINEERING POSITION. FOR CODE DEFINITIONS SEE FPM LETTER NO. 293-9

EDITING RULES: NUMERIC ITEM, RANGE OF 00-99

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE PER POSITION

SOURCE: SF-52 (ITEM # 21)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: FOR AS LONG AS POSITION EXISTS

DIPS: 868

CARD: C,70

DATA DICTIONARY

NAME: GRADE OR LEVEL

DEFINITION: GRADE OR LEVEL OF A POSITION FOR THOSE PAY PLANS THAT ARE DIVIDED INTO GRADES OR LEVELS

EDITING RULES: NUMERIC ITEM, RANGE OF 00-99

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52 (ITEM # 22.A)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 025

CARD: B,71

DATA DICTIONARY

NAME: HANDICAP

DEFINITION: CODED ITEM IDENTIFYING AN EMPLOYEES HANDICAP

EDITING RULES: NUMERIC ITEM, SEE SF-177 FOR LIST OF VALUES

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE (MOST SERIOUS HANDICAP)

SOURCE: SF-256

required/optional: required

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY: CAN BE VIEWED BY EMPLOYEE ONLY

RETENTION: INDEFINITE

dip#: 712

CARD: A,49

DATA DICTIONARY

NAME: HEALTH BENEFITS

DEFINITION: THIS ITEM DEFINES AN EMPLOYEE'S CURRENT ENROLLMENT PLAN UNDER THE FEDERAL EMPLOYEE'S HEALTH BENEFITS ACT OF 1959

EDITING RULES: NUMERIC ITEM, RANGE OF 001-005, WHERE LOGICAL VALUES DEFINED AS FOLLOWS:
001=ELECTED NOT TO ENROLL
002=CANCELLED ENROLLMENT
003=NOT ELIGIBLE
004=UNDETERMINED
005=ELECTED TO ENROLL

SIZE: THREE (3) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-2809

required/optional: required

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: EMPLOYEE

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 207

CARD: C,42

DATA DICTIONARY

NAME: HOME TELEPHONE NUMBER

DEFINITION: EMPLOYEE'S HOME PHONE NUMBER

EDITING RULES: 10 DIGITS
AREA CODE 1-3
PREFIX 4-6
NUMBER 7-10

SIZE: TEN (10) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY: SENSITIVE

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: N,O

DATA DICTIONARY

NAME: IPA STATUS

DEFINITION: AN INDICATOR THAT AN EPA EMPLOYEE IS ON A IPA ASSIGNMENT (IPA-OUT) OR A STATE,LOCAL OR INSTITION OF HIGHER LEARNING EMPLOYEE IS ON A IPA ASSIGNMENT (IPA-IN)

EDITING RULES:
0 = NOT CURRENT ON AN IPA ASSIGNMENT.
1 = IPA-OUT
2 = IPA-IN
3-9 = NULL

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER EMPLOYEE.

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PERSONNEL OFFICE

SENSITIVITY: NO

RETENTION: INDEFINITE

CARD: N,O

DIPS: 000

DATA DICTIONARY

NAME: LAST EQUIVALENT INCREASE DATE

DEFINITION: THE DATE WHICH BEGINS AN EMPLOYEE'S WAITING PERIOD FOR A WITHIN-GRADE INCREASE

EDITING RULES: NUMERIC ITEM, IN FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (RANGE 01-12) DD=DAY OF MONTH (RANGE 01-31 EXTREME VALUE DEPENDENT ON MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: MULTIPLE

SOURCE: SF-50

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 100

CARD: 8,15

DATA DICTIONARY

NAME: LAST GRADE PROMOTION DATE

DEFINITION: EFFECTIVE DATE OF AN ACTION THAT ADVANCES THE GRADE OF AN EMPLOYEE

EDITING RULES: NUMERIC ITEM IN FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (VALUE OF 01 THRU 12) DD=DAY OF MONTH (VALUE OF 01 THRU 31 WHERE AND VALUE IS DEPENDENT ON MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: MULTIPLE

SOURCE: COMPUTER GENERATED

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:GENERATED FROM EFFECTIVE DATE WHEN PRO OCCURS.

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 727

CARD: N/A

DATA DICTIONARY

NAME: LAST PERFORMANCE RATING DATE

DEFINITION: DATE OF THE EMPLOYEE'S CURRENT OFFICIAL PERFORMANCE RATING

EDITING RULES: NUMERIC ITEM IN FORMAT OF MMDDYY WHERE MM=MONTH OF YEAR (VALUE OF 01 THRU 12) DD=DAY OF MONTH (VALUE OF 01 THRU 31 WHERE END VALUE DEPENDS ON MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: EPA 3160-4

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 730

CARD: G,70

DATA DICTIONARY

NAME: LEAVE ELIGIBILITY

DEFINITION: CODE USED TO DETERMINE EMPLOYEE'S ELIGIBILITY FOR LEAVE PURPOSES

EDITING RULES: NUMERIC ITEM, RANGE OF 1-5, WHERE LOGICAL VALUES ARE DEFINED AS FOLLOWS:

1 = ELIGIBLE TO ACCUMULATE 240 HOURS
2 = ELIGIBLE TO ACCUMULATE 360 HOURS
3 = NOT ELIGIBLE
4 = CODE 1 TEMPORARY APPOINTEE WHO HAS NOT COMPLETED 90 DAYS
5 = CODE 2 TEMPORARY APPOINTEE WHO HAS NOT COMPLETED 90 DAYS

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (BASED ON TYPE OF APPOINTMENT)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 500

CARD: C,51

DATA DICTIONARY

NAME: LEAVE TRANSFER

DEFINITION: USED TO IDENTIFY TYPE OF PRIOR EMPLOYMENT WHEN APPOINTING AN INDIVIDUAL ENTITLED TO LEAVE

EDITING RULES: NUMERIC ITEM, VALUES OF 1, 2, OR 3, WHERE LOGICAL VALUE DEFINED AS FOLLOWS:

1 = PRIOR EMPLOYMENT IN DIFFERENT BUREAU WITH A BREAK IN SERVICE
2 = PRIOR EMPLOYMENT IN DIFFERENT BUREAU WITHOUT A SERVICE BREAK
3 = PRIOR EMPLOYMENT IN SAME BUREAU WITH SERVICE BREAK

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-75

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 501

CARD: C,52

DATA DICTIONARY

NAME: LIMITATIONS

DEFINITION: DAY, HOUR, DOLLAR, AND/OR DATE LIMITATIONS THAT MAY BE PLACED ON CERTAIN TYPES OF ACTIONS

EDITING RULES: DAY-NUMERIC, RANGE 0-999; HOUR-NUMERIC, RANGE 0-9999; DOLLAR-NUMERIC, RANGE 0-99999; DATE-NUMERIC, OF THE FORM MMDDYY, WHERE MM=MONTH OF YEAR (RANGE 01-12), DD=DAY OF MONTH (RANGE 01-31), YY=LAST TWO DIGITS OF YEAR

SIZE: SEVENTEEN (17) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM 12)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 130

CARD: G,36

DATA DICTIONARY

NAME: LUMP-SUM ELIGIBILITY

DEFINITION: DEFINES EMPLOYEES OPTION CONCERNING DISPOSITION OF ACCURED AND ACCUMULATED ANNUAL LEAVE WHEN EMPLOYEE INVOLVED IN MILITARY FURLOUGH ACTION OR TRANSFERRED TO AN INTERNATIONAL ORGANIZATION UNDER PL85-795

EDITING RULES: NUMERIC, VALUE OF 1 AND 2, WITH LOGICAL VALUES DEFINED AS FOLLOWS:

1=EMPLOYEE TO BE PAID IN LUMP-SUM FOR ANY ANNUAL LEAVE
2=ANNUAL LEAVE TO BE HELD TO THE EMPLOYEE'S CREDIT.

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 120

CARD: G,15

DATA DICTIONARY

NAME: LUNCH LENGTH

DEFINITION: LENGTH OF EMPLOYES LUNCH BREAK IN MINUTES

EDITING RULES: NUMERIC

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: REGIONAL PMIS SUPPLEMENTAL DATA FORM

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: APPLICABLE REGION

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: R,0

DATA DICTIONARY

NAME: MASTER ITEM NO.

DEFINITION: THE NUMBER ASSIGNED TO EACH DATA ITEM IN THE MASTER RECORD. USED ONLY WHEN SPECIFIC DATA BASE ITEMS HAVE TO BE CORRECTED

EDITING RULES: NUMERIC, RANGE OF 001-999

SIZE: THREE (3) DIGITS

NO. OF OCCURRENCES: NUMBER OF DIPS ENTRIES IN DATA BASE

SOURCE: DIPS MANUAL

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: J,15

DATA DICTIONARY

NAME: TRAINING/MATERIALS/BOOKS

DEFINITION: THE AMOUNT IN DOLLARS THAT IS REQUIRED INCIDENTAL TO THE TUITION COST FOR SUCH MISCELLANEOUS COSTS AS LAB FEES, BOOKS, PARKING FEES, MATERIALS, ETC.

EDITING RULES: A NUMERIC ITEM WITH A RANGE OF VALUE OF 0000-9999, ROUNDED TO THE NEAREST WHOLE DOLLAR. LEADING ZEROES REQUIRED.

SIZE: FOUR (4) DIGITS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: MISCELLANEOUS FEES MUST BE ADDED TOGETHER.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: T,69

DATA DICTIONARY

NAME: MINORITY GROUP DESIGNATION

DEFINITION: A CODED ITEM SPECIFYING THE MINORITY GROUP, IF ANY, TO WHICH AN EMPLOYEE BELONGS

EDITING RULES: NUMERIC ITEM WITH RANGE TO VALUES FROM 0-7, WHERE LOGICAL VALUES DEFINED AS FOLLOWS: 0=EMPLOYEES IN PUERTO RICO, HAWAII, AND GUAM,
1=NEGRO,
2=SPANISH SURNAME,
3=AMERICAN INDIAN,
4=ORIENTAL,
5=ALEUT EMPLOYED IN ALASKA,
6=ESKIMO EMPLOYED IN ALASKA, 7=NONE OF THESE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: VISUAL

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY: CAN BE SEEN BY EMPLOYEE ONLY.

RETENTION:

DIPS: 743

CARD: J,39

DATA DICTIONARY

NAME: NAME OF EMPLOYEE

DEFINITION: EMPLOYEES NAME

EDITING RULES: NON-NUMERIC, LAST NAME FOLLOWED BY COMMA AND SPACE, FIRST NAME FOLLOWED BY SPACE OR INITIAL FOLLOWED BY PERIOD, MIDDLE NAME FOLLOWED BY SPACE OR INITIAL FOLLOWED BY PERIOD, OTHER DESIGNATIONS SUCH AS JR., SR., PRECEDED BY A COMMA

SIZE: TWENTY-FOUR (24) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 005

CARD: A,15

DATA DICTIONARY

NAME: NATURE OF ACTION

DEFINITION: OFFICIAL TERMINOLOGY USED TO DESCRIBE A SPECIFIC PERSONNEL ACTION TAKEN ON AN INDIVIDUAL

EDITING RULES: NUMERIC ITEM

SIZE: THREE (3) DIGITS

NO. OF OCCURRENCES: MULTIPLE

SOURCE: SF-52 (ITEM # 12)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: NO CHANGE ALLOWED

SENSITIVITY:

RETENTION:

DIPS: 700

CARD: A,51

DATA DICTIONARY

NAME: SHREDOUT CODE

DEFINITION: A SUFFIX APPENDED TO THE NATURE OF ACTION ITEM TO ASSURE THAT CERTAIN TRANSACTIONS ARE NOT COUNTED AS ACCESSIONS OR SEPARATIONS IN PERSONNEL STATISTICS

EDITING RULES: ALPHABETIC ITEM, VALUES LIMITED TO A, Y, C, D, X, B, E, AND C SEE DIPS MANUAL FOR CODE DEFINITIONS.

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: MULTIPLE

SOURCE: SF-52 (ITEM # 12)

REQUIRED/OPTION: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: NO CHANGE ALLOWED

SENSITIVITY:

RETENTION:

DIPS: 701

CARD: A,54

DATA DICTIONARY

NAME: ADD TERM CODE

DEFINITION: CODED ITEM DEFINING ADDITIONAL STATEMENTS TO THE STANDARD NATURE OF ACTION TERMINOLOGY SEE DIPS MANUAL FOR CODE DEFINITION

EDITING RULES: NONE

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: MULTIPLE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: NO CHANGE ALLOWED

SENSITIVITY:

RETENTION:

DIPS: 702

CARD: A,55

DATA DICTIONARY

NAME: OCCUPATION CODE

DEFINITION: THE OCCUPATIONAL SERIES INTO WHICH POSITIONS ARE CLASSIFIED SEE FPM SUPLEMENT 296-31 FOR CODE DEFINITIONS.

EDITING RULES: NUMERIC, RANGE OF 00001-02199

SIZE: FIVE (5) DIGITS

NO. OF OCCURRENCES: MULTIPLE

SOURCE: SF-52 (ITEM # 22)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 685

CARD: B,66

DATA DICTIONARY

NAME: ORGANIZATION CODE

DEFINITION: THE ORGANIZATIONAL CONSTITUENT OF A BUREAU TO WHICH AN EMPLOYEE IS ASSIGNED

EDITING RULES: NUMERIC ITEM

SIZE: EIGHT (8) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: FROM OFFICIAL ORG. CODE BOOK

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 005

CARD: E,45

DATA DICTIONARY

NAME: ORGANIZATIONAL TITLE OF POSITION

DEFINITION: A TITLE ASSIGNED ADMINISTRATIVELY TO A POSITION WHICH DIFFERS FROM THE OFFICIAL CLASS TITLE

EDITING RULES: ALPHABETIC # 5 ZEROS DELETES OLD TITLE

SIZE: FORTY (40) CHARACTERS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: ADMINISTRATIVE OFFICE TO WHICH EMPLOYEE ASSIGNED

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 683

CARD: F,15

DATA DICTIONARY

NAME: OVERTIME-FLSA

DEFINITION: CODED ITEM INDICATING AN EMPLOYEE'S COVERAGE UNDER THE OVERTIME PROVISIONS OF THE FAIR LABOR STANDARDS ACT

EDITING RULES: ALPHABETIC VALUES OF N=NON EXEMPT AND E=EXEMPT

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 20)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 038

CARD: J,45

DATA DICTIONARY

NAME: PART-TIME HOURS

DEFINITION: TOTAL HOURS TO BE WORKED PER PAY PERIOD BY A PART-TIME EMPLOYEE WITH A REGULARLY SCHEDULED TOUR OF DUTY

EDITING RULES: NUMERIC ITEM, RANGE OF 00-99

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (FROM NATURE OF ACTION APPEARS IN REMARKS)

REQUIRED/OPTIONAL: REQUIRED WHEN WORK SCHEDULE P ENTERED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 019

CARD: C,31

DATA DICTIONARY

NAME: PAY BASIS

DEFINITION: THE BASIS UPON WHICH AN EMPLOYEES SALARY IS PAID

EDITING RULES: ALPHABETIC ITEM, VALUES OF PA, PM, PD, PH, AND WC ALLOWED SEE DIPS MANUAL FOR CODE DEFINITIONS

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 21)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 011

CARD: C,27

DATA DICTIONARY

NAME: PAY PLAN

DEFINITION:

EDITING RULES: ALPHABETIC ITEM, LEGAL VALUES LIMITED TO EC, FX, FC, GG, GS, ST, SP, CC, SR, AD, YV, YW, GW, WE, WW, WG, WL, WM, WS, WI, WP, WB, AND ZZ SEE DIPS MANUAL FOR CODES.

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 21)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: D10

CARD: B,64

DATA DICTIONARY

NAME: PAY RATE DETERMINANT

DEFINITION: CODED ITEM INDICATING THE BASIS UPON WHICH AN EMPLOYEE'S SPECIAL OR SAVED RATE OF PAY IS DETERMINED WHEN POSITION CHANGED TO LOWER GRADE EMPLOYEE PUT IN SAVED STATUS UNTIL POSITION CATCHES UP WITH HIM HIGH DEMAND EMPLOYEES.

EDITING RULES: NUMERIC ITE, RANGE 1-8, LOGICAL VALUES DEFINED AS FOLLOWS:

1=RETAINED RATE-2 YEARS,
2=SAVED RATE-CONVERSION TO GENER AL SCHEDULE,
3=SAVED RATE-SPECIAL RATE ADJUSTMENT,
4=SAVED RATE-OTHER,
5=SPECIAL RATE AND SUPERIOR QUALIFICATIONS RATE,
6=SPECIAL RATE,
7=SUPERIOR QUALIFICATIONS RATE,
8=GS SUPERVISORS OF WAGE EMPLOYEES- ADVANCED RATE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (REMARKS)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 015

CARD: C,26

DATA DICTIONARY

NAME: PERFORMANCE RATING

DEFINITION: AN EMPLOYEES CURRENT OFFICIAL PERFORMANCE RATING

EDITING RULES: NUMERIC ITEM VALUES OF 0, 4, AND 7. LOGICAL VALUES DEFINED AS FOLLOWS:
0=SATISFACTORY
4=OUTSTANDING
7=UNSATISFACTORY

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: EPA-3160-4

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 729

CARD: G,69

DATA DICTIONARY

NAME: PERMANENT/OTHER

DEFINITION: THIS ITEM GROUPS EMPLOYEES ACCORDING TO POSITION TENURE AND WORK SCHEDULE

EDITING RULES: SEE DIPS MANUAL FOR CODE DEFINITION.

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 722

CARD: G,80

DATA DICTIONARY

NAME: POSITION CATEGORY

DEFINITION: THIS ITEM IDENTIFIES THE BROAD CATEGORIES INTO WHICH POSITIONS ARE PLACED

EDITING RULES: SEE DIPS MANUAL FOR CODES

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 690

CARD: G,79

DATA DICTIONARY

NAME: POSITION DESCRIPTION IDENTIFIER

DEFINITION: A SET OF CHARACTERS USED TO ASSOCIATE A POSITION WITH A PROSE DESCRIPTION OF THE FUNCTIONS WHICH AN EMPLOYEE OCCUPYING THAT POSITION IS REQUIRED TO PERFORM IN ORDER TO FULFILL THE REQUIREMENTS TO ACCOMPLISH THE TASK WITH WHICH THE POSITION IS CHARGED.

EDITING RULES: 7 CHARACTERS - ALPHANUMERIC

SIZE: SEVEN (7) CHARACTERS

NO. OF OCCURRENCES:

SOURCE:

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: N,0

DATA DICTIONARY

NAME: POSITION END DATE

DEFINITION: THE DATE ON WHICH THE POSITION WILL CEASE TO EXIST.

EDITING RULES: NUMERIC ITEM IN THE FORMAT MMDDYY WHERE: MM=MONTH OF YEAR (RANGE 01-12) DD=DAY OF MONTH (RANGE 01-31 WHERE EXTREME VALUE IS DETERMINED BY VALUES OF MONTH AND YEAR YY=LAST TWO DIGITS OF YEAR. IF POSITION END DATE IS INDEFINATE, OR UNKNOWN CODE THIS ELEMENT AS ALL 9'S.

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: ADVICE OF ALLOWANCE

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: ALLOWANCE HOLDER

SENSITIVITY: N/A

RETENTION: INDEFINATE

DIPS: 000 -NEW

CARD: N,0

DATA DICTIONARY

NAME: POSITION CREATION DATE

DEFINITION: THE DATE ON WHICH A POSITION WAS ORIGINALLY AUTHORIZED.

EDITING RULES: NUMERIC ITEM IN THE FORMAT MMDDYY WHERE: MM=MONTH OF YEAR (RANGE= 01-12) DD=DAY OF MONTH (RANGE= 01-31 WHERE EXTREME VALUE IS DETERMINED BY VALUES OF MONTH AND YEAR) YY= LAST TWO DIGITS OF YEAR.

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: ADVICE OF ALLOWANCE

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: N,O

DATA DICTIONARY

NAME: POSITION NUMBER

DEFINITION: A NUMBER ASSIGNED TO A POSITION BY A BUREAU

EDITING RULES: ALPHA/NUMERIC ITEM

SIZE: SEVEN (7) CHARACTERS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52 (ITEM # 19)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 680

CARD: C,63

DATA DICTIONARY

NAME: POSITION OCCUPANT

DEFINITION: THE SOCIAL SECURITY NUMBER OF THE EMPLOYEE CURRENTLY OCCUPYING THE POSITION.

EDITING RULES: NUMERIC ITEM

SIZE: NINE(9) DIGITS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED IF POSITION STATUS IS OCCUPIED OR BACKFILL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: SON PERSONNEL OFFICER

SENSITIVITY: N/A

RETENTION: INDEFINATE

DIPS: OCD -NEW

CARD: N,D

DATA DICTIONARY

NAME: POSITION OCCUPIED

DEFINITION: CODED ITEM IDENTIFYING WHETHER A POSITION IS IN THE COMPETITIVE OR EXCEPTED SERVICE

EDITING RULES: NUMERIC ITEM, VALUES OF 1 AND 2. LOGICAL VALUES DEFINED AS FOLLOWS:
1=COMPETITIVE SERVICE
2=EXCEPTED SERVICE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52 (ITEM # 28)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 689

CARD: C,60

DATA DICTIONARY

NAME: POSITION QUOTA OR NONQUOTA

DEFINITION: CODE USED TO IDENTIFY A GS-16/17/18 POSITION AS SUBJECT TO NUMERICAL LIMITATION PLACED ON SUPERGRADES

EDITING RULES: ALPHABETIC ITEM, VALUES OF Q AND N, WHERE LOGICAL VALUES DEFINED AS FOLLOWS:

Q=QUOTA;
N=NON-QUOTA

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: NOT CURRENTLY USED

REQUIRED/OPTIONAL: OPTIONAL NOT CURRENTLY USED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 694

CARD: J,Q

DATA DICTIONARY

NAME: POSITION SENSITIVITY

DEFINITION: ITEM USED TO IDENTIFY THE SENSITIVE NATURE OF A POSITION

EDITING RULES: NUMERIC ITEM, RANGE OF 1-3, WHERE LOGICAL VALUES DEFINED AS FOLLOWS:

1=CRITICAL-SENSITIVE
2=NONCRITICAL-SENSITIVE
3=NONSENSITIVE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52 (ITEM 1.E)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 691

CARD: C,62

DATA DICTIONARY

NAME: POSITION STATUS

DEFINITION: A NUMERIC CODE WHICH INDICATES THE LATEST AVAILABLE STATUS OF THE POSITION.

EDITING RULES: NUMERIC ITEM 0-9, LOGICAL VALUES ARE
0= POSITION DELETED
1= POSITION VACANT,
2= POSITION ADVERTISED,
3= APPLICATIONS BEING RECEIVED,
4= ITERVIEWS BEING CONDUCTED,
5= POTENTIAL CANDIDATE SELECTED,
6= OFFER MADE,
7= OFFER ACCEPTED,
8= POSITION OCCUPIED,
9= POSITION BACKFILLED

SIZE: ONE(1) DIGIT

NO. OF OCCURRENCES: MULTIPLE

SOURCE: SF-52 (?)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: ALLOWANCE HOLDER (?)

SENSITIVITY: N/A

RETENTION: INDEFINATE

DIPS: 000 -NEW

CARD: N,G

DATA DICTIONARY

NAME: POSITION STATUS DATE

DEFINITION: THE DATE THAT THE MOST CURRENT POSITION STATUS WAS ENTERED.

EDITING RULES: NUMERIC ITEM IN THE FORMAT MMDDYY WHERE: MM= MONTH OF YEAR (RANGE 01-12) DD= DAY OF MONTH (RANGE 01-31 WHERE EXTREME VALUE IS DETERMINED BY VALUES OF MONTH AND YEAR) YY= LAST TWO DIGITS OF YEAR.

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: MULTIPLE

SOURCE: COMPUTED

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: UPDATE WHEN POSITION STATUS IS CHANGED

AUTHORIZATION TO CHANGE: COMPUTER GENERATED / ALLOWANCE HOLDER

SENSITIVITY: N/A

RETENTION: INDEFINATE

DIPS: 000 -NEW

CARD: N/A

DATA DICTIONARY

NAME: POSITION TENURE

DEFINITION: ITEM IDENTIFIES A POSITION AS EITHER PERMANENT OR TEMPORARY

EDITING RULES: ALPHABETIC ITEM, VALUES ALLOWED ARE P AND T, WHERE LOGICAL VALUES DEFINITIONS ARE:
P=PERMANENT
T=TEMPORARY

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52 (ITEM # 6)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 688

CARD: C,59

DATA DICTIONARY

NAME: POSITION VACATED DATE

DEFINITION: THE ACTUAL DATE ON WHICH A POSITION WAS VACATED.

EDITING RULES: NUMERIC ITEM IN THE FORMAT MMDDYY WHERE: MM= MONTH OF YEAR (RANGE = 01-12) DD = DAY OF MONTH (RANGE = 01-31 WHERE EXTREME VALUE IS DETERMINED BY VALUES OF MONTH AND YEAR) YY = LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: MULTIPLE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED IF POSITION NOT OCCUPIED OR BACKFILLED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: N,O

DATA DICTIONARY

NAME: PROBATIONARY PERIOD BEGINNING DATE

DEFINITION: THE STARTING DATE OF A PROBATIONARY PERIOD

EDITING RULES: NUMERIC ITEM, IN FORMAT OF MM DD YY, WHERE
MM=MONTH OF YEAR (RANGE 01-12)
DD=DAY OF MONTH (01-31 WITH END VALUE DETERMINED BY
MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 30)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: UNTIL PROBATIONARY PERIOD ENDS

DIPS: 734

CARD: G,57

DATA DICTIONARY

NAME: QUIT CODE

DEFINITION: THE REASON FOR VOLUNTARY SEPARATION

EDITING RULES: NUMERIC ITEM, RANGE OF 00-70 SEE DIPS MANUAL FOR CODE DEFINITIONS.

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 - (PART III)

REQUIRED/OPTIONAL: REQUIRED IF EMPLOYEE TERMINATED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 731

CARD: E,77

DATA DICTIONARY

NAME: REGIONAL STATUS CODE

DEFINITION: THE STATUS OF AN EMPLOYEE OR POSITION

EDITING RULES: PE,TE,PI,TI,PT,PP,TC,TS,ST,SA,VP,VT,VA,OR MI.
CODE DEFINITIONS WILL BE FORTHCOMING

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: REGIONAL PMIS SUPPLEMENTAL DATA FORM

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: APPLICABLE REGION

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: R,O

DATA DICTIONARY

NAME: REGION LOCATION

DEF: LOCATION CODE FOR LOCATION OF EMPLOYEE AT THE REGION.

EDITING RULES: REGION DEPENDANT.

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: REGIONAL PMIS SUPPLEMENTAL DATA FORM

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: APPLICABLE REGION

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: R,O

DATA DICTIONARY

NAME: REMARKS

DEFINITION: IDENTIFIES A PARTICULAR REMARKS STATEMENT THAT IS TO BE PRINTED ON THE SF-50

EDITING RULES: NUMERIC ITEM, RANGE 000-999. REFER TO ATTACHMENT FOR DEFINITION OF LOGICAL VALUES

SIZE: THREE (3) DIGITS

NO. OF OCCURRENCES: MULTIPLE

SOURCE: SF-52 (ITEM 1.F)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: I,15

DATA DICTIONARY

NAME: RETIRED STATUS

DEFINITION: THIS CODED ITEM DEFINES THOSE EMPLOYEES WHO RECEIVE RETIREMENT BENEFITS RESULTING FROM MILITARY OR GOVERNMENT SERVICE EMPLOYMENT

EDITING RULES: NUMERIC ITEM, RANGE OF 1-6, LOGICAL DEFINITIONS ARE:

1=CIVIL SERVICE ANNUITANT,
2=RETIRED ENLISTED MAN (20 YRS. OR MORE),
3=RETIRED ENLISTED MAN (LESS THAN 20 YRS.),
4=RETIRED OFFICER (20 YRS. OR MORE),
5=RETIRED OFFICER (LESS THAN 20 YRS.)
6=NOT RETIR ED

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 023

CARD: C,37

DATA DICTIONARY

NAME: RETIREMENT SYSTEM

DEFINITION: THIS ITEM DEFINES THE RETIREMENT SYSTEM UNDER WHICH AN EMPLOYEE IS COVERED IN HIS PRESENT POSITION

EDITING RULES: NUMERIC ITEM, RANGE 1-6, LOGICAL VALUES DEFINED AS FOLLOWS:

1=CIVIL SERVICE RETIREMENT SYSTEM,
2=FICA,
3=FOREIGN SERVICE RETIREMENT SYSTEM,
4=NOT COVERED,
5=OTHER RETIREMENT SYSTEM,
6=CS RETIREMENT-LAW ENFORCEMENT OFFICERS & FIREFIGHTERS

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 10)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 200

CARD: C,36

DATA DICTIONARY

NAME: SALARY OR PAY RATE

DEFINITION: THIS ITEM DEFINES AN EMPLOYEES ANNUAL, MONTHLY, DAILY, OR HOURLY PAY RATE

EDITING RULES: NUMERIC ITEM

SIZE: FIVE (5) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 23)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 013

CARD: B,75

DATA DICTIONARY

NAME: TRAINING SCHOOL

DEFINITION: A MNEMONIC REPRESENTATION OF THE SCHOOL OR INSTITUTION AT WHICH A PARTICULAR COURSE(TRAINING SESSION) OCURRED.

EDITING RULES: AN ALPHA-NUMERIC ITEM LIMITED TO THE ASCII CHARACTER SET. REFER TO THE EPA CATALOG FOR ACCEPTED ABBREVIATIONS.

SIZE: SIX(6) CHARACTERS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: NONE.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 030 -NEW

CARD: T,0

DATA DICTIONARY

NAME: SELECTED FOR UPWARD MOBILITY.

DEFINITION: A CODED ITEM INDICATING WHETHER AN EMPLOYEE HAS BEEN OR HAS NOT BEEN SELECTED FOR UPWARD MOBILITY.

EDITING RULES: NUMERIC ITEM, VALUE OF 0 AND 1. THE DEFINITION OF THE LOGICAL VALUES ARE:

0 = NOT SELECTED
1 = SELECTED.

SIZE: ONE (1) DIGIT.

NO. OF OCCURRENCES: ONCE PER EMPLOYEE.

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL.

COMPUTATION: N/A.

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: N,0

NAME: EXD, SELECTED FOR PARTICIPATION IN EXECUTIVE DEV PROGRAM

DEFINITION: A FLAG SIGNIFYING THAT AN EMPLOYEE HAS BEEN SELECTED FOR PARTICIPATION IN AN EXECUTIVE DEVELOPMENT PROGRAM.

EDITING RULES: RANGE 0,1
0 = CURRENTLY NOT SELECTED FOR PARTICIPATION IN EXEC. DEV. PROG.
1 = CURRENTLY SELECTED FOR PARTICIPATION IN EXEC. DEV. PROG.

SIZE: ONE (1) DIGIT.

NO. OF OCCURRENCES: ONCE PER EMPLOYEE:

SOURCE: SF-52 (REMARKS)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: N,O

DATA DICTIONARY

NAME: SEPARATION CODE.

DEFINITION: AN INDICATOR TO SHOW THAT AN EMPLOYEE'S RECORD IS ACTIVE OR THAT THE EMPLOYEE HAS BEEN SEPARATED AND THE RECORD IS INACTIVE.

EDITING RULES: NUMERIC ITEM VALUE OF 0 OR 1.

SIZE: ONE (1) DIGIT.

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52.

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: NONE

AUTHORIZATION TO CHANGE: SON PERSONNEL OFFICER.

SENSITIVITY: NOT SENSITIVE.

RETENTION: 1 YEAR.

DIPS: 000 -NEW

CARD: N,0

DATA DICTIONARY

NAME: SEPARATION DATE.

DEFINITION: ACTUAL LAST DAY FOR WHICH A SEPARATED EMPLOYEE IS PAID IN THE FORM OF MMDDYY.

EDITING RULES: NUMERIC ITEM.

SIZE: 6 DIGITS.

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52.

REQUIRED/OPTIONAL: REQUIRED IF SEPARATION CODE IS "1"(SEPARATED).

COMPUTATION: NONE.

AUTHORIZATION TO CHANGE: SON PERSONNEL OFFICER.

SENSITIVITY: NOT SENSITIVE.

RETENTION: ONE YEAR.

DIPS: 000 -NEW

CARD: N,0

DATA DICTIONARY

NAME: SERVICE COMPUTATION DATE (LEAVE)

DEFINITION: THIS ITEM IS USED TO INDICATE THE LENGTH OF CREDITABLE SERVICE FOR LEAVE ACCRUAL RATE PURPOSES

EDITING RULES: NUMERIC ITEM, IN FORM OF MM DD YY, WHERE MM=MONTH OF YEAR (RANGE 01-12)
DD=DAY OF MONTH (RANGE 01? -31 WHERE END VALUE IS DETERMINED BY MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: DD-214/SF-52/SF-75/FROM FOLDER WHEN BREAK IN SERVICE

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY: SENSITIVE

RETENTION:

DIPS: 502

CARD: C,45

DATA DICTIONARY

NAME: SERVICE COMPUTATION DATE (RIF)

DEFINITION: THE EMPLOYEE'S CREDITABLE SERVICE DATE FOR REDUCTION-IN-FORCE PURPOSES

EDITING RULES: NUMERIC ITEM, IN FORM OF MM DD YY, WHERE MM=MONTH OF YEAR (RANGE 01-12)
DD=DAY OF MONTH (RANGE 01-31 WHERE EN D VALUE DEPENDENT UPON MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: DD-214/SF-52/SF-75

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY: SENSITIVE

RETENTION:

DIPS: 728

CARD: C,53

DATA DICTIONARY

NAME: SERVICE YEAR BEGINS

DEFINITION: THIS IS THE 12-MONTH PERIOD BEGINNING WITH THE FIRST APPOINTMENT UNDER AN EXCEPTED AUTHORITY WITH A WORK DAY, WORK HOUR, OR DOLLAR LIMITATION WITHIN A SERVICE YEAR

EDITING RULES: NUMERIC ITEM, IN THE FORM OF MM DD, WHERE MM=MONTH OF YEAR (RANGE OF 01-12)
DD=DAY OF MONTH (RANGE OF 01-31 WHERE END VALUE DETERMINED BY MONTH AND YEAR)

SIZE: FOUR (4) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (EFFECTIVE DATE)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 137

CARD: G,53

DATA DICTIONARY

NAME: SEX

DEFINITION: THIS ITEM CONTAINS THE SEX OF THE EMPLOYEE.

EDITING RULES: NUMERIC ITEM VAUES ARE 0,1
          0 = FEMALE
          1 = MALE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: COMPUTED

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: SELECTED FROM DATA ELEMENT TITLE

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: 0,0

DATA DICTIONARY

NAME: SHIFT CODE - TYPE

DEFINITION: DEFINES THE TYPE OF RATE - PERCENTAGE OR MONEY - THAT AN EMPLOYEE IS PROVIDED FOR 2ND AND 3RD SHIFT DIFFERENTIALS, FOR FRINGE BENEFIT INCREMENTS, AND FIXED OVERTIME

EDITING RULES: NUMERIC ITEM, VALUES OF 1 THRU 5, WHERE LOGICAL VALUES DEFINED AS:

1=PERCENTAGE FOR 2ND AND 3RD SHIFTS
2=MONEY FOR 2ND AND 3RD SHIFTS
3=PERCENTAGE FOR FRINGE BENEFIT INCREMENT
4=MONEY FOR FRINGE BENEFIT INCREMENT
5=MONEY FOR FIXED OVERTIME RATE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (TYPE OF APPOINTMENT IN REMARKS)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 020

CARD: C,15

DATA DICTIONARY

NAME: SHIFT CODE - SECOND SHIFT INCREMENT OR FIXED OVERTIME RATE

DEFINITION: THE RATE FOR THE 2ND SHIFT, THE RATE OF FRINGE BENEFIT INCREMENT, OR THE FIXED HOURLY OVERTIME RATE

EDITING RULES: NUMERIC ITEM

SIZE: THREE (3) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 021

CARD: C,16

DATA DICTIONARY

NAME: SHIFT CODE - THIRD SHIFT RATE

DEFINITION: THE RATE FOR THE THIRD SHIFT

EDITING RULES: NUMERIC ITEM

SIZE: THREE (3) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: D22

CARD: C,19

DATA DICTIONARY

NAME: SHORTAGE CATEGORY CODE

DEFINITION: THIS ITEM IDENTIFIES SALARY TABLES FOR SHORTAGE CATEGORY OCCUPATIONS AND WAGE SYSTEM PLANS FOR AREAS WITH LARGE EMPLOYEE POPULATIONS

EDITING RULES: NUMERIC ITEM. REFER TO DIPS MANUAL FOR VALID CODES

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (BASED ON OCCUPATION CODE)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 014

CARD: C,24

DATA DICTIONARY

NAME: SOCIAL SECURITY NUMBER

DEFINITION: THE EMPLOYEE'S SOCIAL SECURITY NUMBER

EDITING RULES: NUMERIC ITEM

SIZE: NINE (9) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: PMD HQTR.

SENSITIVITY: SENSITIVE

RETENTION: INDEFINITE

DIPS: 002

CARD: A,3

DATA DICTIONARY

NAME: SPECIAL EMPLOYMENT

DEFINITION: THIS ITEM DEFINES SPECIAL CATEGORIES OF EMPLOYMENT

EDITING RULES: NUMERIC ITEM, RANGE 1-6, WHERE LOGICAL VALUES
DESINED AS:
1=FORMER PEACE CORPS VOLUNTEER OR VOLUNTEER LEADER,
2=DISPLACED EMPLOYEE,
3=WORKER TRAINEE OPPORTUNITY PROGRAM,
4=FEDERAL JUNIOR FELLOWSHIP PROGRAM,
5=JOB CORPS EMPLOYEE,
6=TITLE X EMPLOYEE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE:SF-52 (REMARKS)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 716

CARD: E,76

DATA DICTIONARY

NAME: SPECIAL INTEREST.

DEFINITION: ACODED ITEM USED TO INDICATE A SPECIAL TRAINING PROGRAM THAT THIS PARTICULAR COURSE IS ASSOCIATED WITH.

EDITING RULES: NUMERIC ITEM VALUES OF 0,1, AND 2. LOGICAL VALUES ARE DEFINED AS FOLLOWS:

0 = NO SPECIAL PROGRAM
1 = EXECUTIVE DEVELOPMENT
2 = SUPERVISION.

SIZE: ONE (1) DIGIT.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: OPTIONAL

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

COMPUTATION: N/A

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,64

DATA DICTIONARY

NAME: SPECIAL PROGRAM INDENTIFIER

DEFINITION: THIS CODED ITEM IDENTIFIES SPECIAL EMPLOYMENT PROGRAMS OF PARTICULAR INTEREST TO THE CSC

EDITING RULES: NUMERIC ITEM

SIZE TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE:SF-52 (REMARKS)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 991

CARD: C,76

DATA DICTIONARY

NAME: STANDBY & ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PAY

DEFINITION: THIS IS THE PERCENTAGE OF PREMIUM PAY AUTHORIZED FOR REGULARLY SCHEDULED STANDBY DUTY OR ADMINISTRATIVELY UNCONTROLLABLE OVERTIME WORK FOR LAW ENFORCEMENT OFFICERS AND FIREFIGHTERS SUBJECT TO 7.5% RETIREMENT DEDUCTIONS

EDITING RULES: NUMERIC ITEM

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (BASED ON POSITION)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 016

CARD: C,22

DATA DICTIONARY

NAME: STATE PROVED

DEFINITION: THE STATE PROVED BY AN EMPLOYEE OCCUPYING A POSITION SUBJECT TO APPORTIONMENT

EDITING RULES: NUMERIC ITEM

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 720

CARD: E,73

DATA DICTIONARY

NAME: STEP OR RATE

DEFINITION: THE STEP OR RATE WITHIN A SPECIFIED GRADE OR LEVEL

EDITING RULES: NUMERIC ITEM

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: ONCE PER POSITION

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 026

CARD: B,73

DATA DICTIONARY

NAME: SUBMITTING OFFICE NUMBER

DEFINITION: AN IDENTIFICATION NUMBER ASSIGNED BY THE CIVIL SERVICE COMMISSION TO EACH PERSONNEL OFFICE WHICH PROCESSES PERSONNEL ACTION FORMS

EDITING RULES: NUMERIC ITEM

SIZE: FOUR (4) DIGITS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 723

CARD: G,16

DATA DICTIONARY

NAME: SUMMER APPOINTMENT

DEFINITION: CODE FOR SUMMER APPOINTMENTS

EDITING RULES: NUMERIC ITEM, VALUES OF 1, 3, 4, AND 5, LOGICAL VALUES DEFINED AS FOLLOWS:

1=SUMMER EMPLOYMENT EXAMINATION,
3=FEDERAL SUMMER INTERN PROGRAM,
4=AGENCY MERIT STAFFING PLAN
=SUMMER FACULTY & COUNSELORS,

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (BASED ON AUTHORIZATION)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 727

CARD: E,78

DATA DICTIONARY

NAME: SUPERVISOR/NON-SUPERVISOR

DEFINITION: THIS ITEM IDENTIFIES THE SUPERVISORY LEVEL OF A POSITION

EDITING RULES: ALPHABETIC ITEM, VALUES LIMITED TO F, S, M, O, N, AND L SEE DIPS MANUAL FOR CODE DEFINITIONS.

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (ITEM # 20)

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 693

CARD: C,61

DATA DICTIONARY

NAME: BUSINESS TELEPHONE NUMBER

DEFINITION: BUSINESS TELEPHONE NUMBER OF EMPLOYEE

EDITING RULES: 10 DIGIT CODE FOR NON FTS. 2 SPACES FOLLOWED BY 8 AND A 7 DIGIT NUMBER

SIZE: TEN (10) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: REGIONAL PMIS SUPPLEMENTAL DATA FORM

REQUIRED/OPTIONAL: REGIONAL, OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: APPLICABLE REGION.

SENSITIVITY:

RETENTION:

DIPS: 000 -NEW

CARD: R,O

DATA DICTIONARY

NAME: TENURE GROUP

DEFINITION: THE GROUPS INTO WHICH COMPETING EMPLOYEES ARE PLACED FOR RIF PURPOSES

EDITING RULES: ALPHA/NUMERIC ITEM, VALUES LIMITED TO 1A, 1B, 2A, 2B, 3A, 3B, AND 00 SEE DIPS MANUAL FOR CODE DEFINITION.

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 711

CARD: A,47

DATA DICTIONARY

NAME: TICKLER CODE

DEFINITION: THIS ITEM PROVIDES TICKLER CONTROL TO FOLLOW UP ON VARIOUS TYPES OF ACTIONS

EDITING RULES: NUMERIC ITEM SEE DIPS MANUAL FOR CODE DEFINITION.

SIZE: TWO (2) DIGITS

NO. OF OCCURRENCES: MAXIMUM OF 5 PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 770

CARD: H,15

DATA DICTIONARY

NAME: TICKLER DATE

DEFINITION: THE DATE AT WHICH TO ISSUE THE TICKLER MEMO

EDITING RULES: NUMERIC ITEM, IN THE FORM OF MM DD YY, WHERE
MM=MONTH OF YEAR (RANGE 01-12)
DD=DAY OF MONTH (RANGE 01-31 WHERE END VALUE DETERMINED
BY MONTH AND YEAR) YY=LAST TWO DIGITS OF YEAR

SIZE: SIX (6) DIGITS

NO. OF OCCURRENCES: MAXIMUM OF 5 PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 771

CARD: H,25

DATA DICTIONARY

NAME: TITLE

DEFINITION: THE TITLE TO USE WHEN ADDRESSING AN INDIVIDUAL

EDITING RULES: NUMERIC ITEM, VALUES OF 1, 2, 3, OR 4 LOGICAL VALUES DEFINED AS FOLLOWS:
1=MR.,
2=MISS,
3=MRS.,
4=MS.

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 004

CARD: A,39

DATA DICTIONARY

NAME: TO AGENCY

DEFINITION: THIS CODE IDENTIFIES THE GAINING AGENCY UPON SEPARATION TO ANOTHER AGENCY WITHOUT A BREAK IN SERVICE

EDITING RULES: ALPHABETIC ITEM

SIZE: TWO (2) CHARACTERS

NO. OF OCCURRENCES: ONCE PER EMPLOYEE,TRANSFER PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 732

CARD: E,79

DATA DICTIONARY

NAME: TRAINING COURSE COMPLETION DATE.

DEFINITION: THE YEAR, MONTH, AND DAY THE COURSE IS SCHEDULED TO BE COMPLETED.

EDITING RULES: NUMERIC ITEM IN THE FORMAT OF YYDDMM WHERE: YY = LAST TWO DIGITS OF YEAR DD = DAY OF MONTH (00-31)
MM = MONTH OF YEAR (01-12) LEADING ZEROES ARE REQUIRED.

SIZE: SIX (6) DIGITS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: NONE.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,44

DATA DICTIONARY

NAME: TRAINING COURSE COSTS-OTHERS

DEFINITION: THE WHOLE DOLLAR COST COVERING MISCELLANEOUS EXPENSES NOT ELSEWHERE ITEMIZED FOR AN EMPLOYEE'S INDIVIDUAL TRAINING.

EDITING RULES: NUMERIC ITEM

SIZE: FOUR (4) CHARACTERS

NO. OF OCCURRENCES: ONCE PER COURSE PER EMPLOYEE

SOURCE: SF-170 (ITEM # 21C)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: TRAINING OFFICER

SENSITIVITY: NONE

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: T,8

DATA DICTIONARY

NAME: TRAINING COURSE EVALUATION SUBMITTED INDICATOR

DEFINITION: AN INDICATOR WHICH SHOWS THAT AN EMPLOYEE HAS SUBMITTED AN EVALUATION OF THE COURSE TAKEN:
0 = EVALUATION NOT SUBMITTED
1 = EVALUATION SUBMITTED

EDITING RULES: NUMERIC ITEM

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER EMPLOYEE PER COURSE TAKEN

SOURCE: SF-170

REQUIRED/OPTIONAL: REGIONAL OPTIONAL

COMPUTATION: NONE

AUTHORIZATION TO CHANGE: TRAINING OFFICER

SENSITIVITY: NONE

RETENTION: INDEFINITE

DIPS: OOC -NEW

CARD: T,O

DATA DICTIONARY

NAME: TRAINING COURSE PYMT ARRANGEMENTS MADE

DEFINITION: AN INDICATOR THAT SHOWS WHETHER OR NOT THE TRAINING OFFICE HAS NOTIFIED THE FINANCE OFFICE THAT PAYMENT FOR THE COURSE SHOULD BE MADE:

0 = NOTIFICATION NOT GIVEN
1 = NOTIFICATION GIVEN TO THE FINANCE OFFICE

EDITING RULES: NUMERIC ITEM

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER EMPLOYEE PER COURSE

SOURCE: SF-170

REQUIRED/OPTIONAL: REGIONAL OPTION

COMPUTATION: NONE

AUTHORIZATION TO CHANGE: TRAINING OFFICER

SENSITIVITY: NONE

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: T,0

DATA DICTIONARY

NAME: TRAINING COURSE START DATE

DEFINITION: THE DATE ON WHICH A TRAINING COURSE IS TO BEGIN IN THE FORM OF MMDDYY WHERE MM IS THE MONTH, DD IS THE DAY

EDITING RULES: NUMERIC WHERE:
MM IS IN THE RANGE OF 01-12
DD IS IN THE RANGE OF 01-31 WITH EXTREME VALUE DEPENDENT UPON THE VALUE OF MM AND YY

SIZE: SIX (6) CHARACTERS

NO. OF OCCURRENCES: MULTIPLE ENTRIES FOR EACH TRAINING COURSE

SOURCE:

REQUIRED/OPTIONAL: REGIONAL OPTION

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: TRAINING OFFICER

SENSITIVITY: NONE

RETENTION:

DIPS: 000 -NEW

CARD: T,0

DATA DICTIONARY

NAME: TRAINING COURSE STATUS

DEFINITION: AN INDICATOR WHICH DEFINES THE EMPLOYEE COMPLETION STATUS FOR EACH COURSE IN CHICH HE HAS BEEN ENROLLED.

EDITING RULES: NUMERIC VALUE BETWEEN 0 AND 4

0 = COURSE NOT COMPLETED (PRESENTLY ENROLLED)
1 = COURSE COMPLETED SATISFACTORLY
2 = COURSE DROPPED - EXTENUATING CIRCUMSTANCES
3 = COURSE DROPPED - EMPLOYEE PREFERENCE
4 = COURSE UNSUCCESSFULLY COMPLETED

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE FOR EACH COURSE

SOURCE: SF-170 (MODIFIED)

REQUIRED/OPTIONAL: REQUIRED IF ENROLLED IN COURSE

COMPUTATION: N/A

AUTHORIZATION TO CHANGE: TRAINING OFFICER

SENSITIVITY: N/A

RETENTION: INDEFINITE

DIPS: 030 -NEW

CARD: T,C

DATA DICTIONARY

NAME: TRAINING ORDER NUMBER

DEFINITION: A UNIQUE NUMBER ASSOCIATED WITH EACH TRAINING REQUEST

EDITING RULES: ALPHA/NUMERIC

SIZE: EIGHT (8) CHARACTERS

NO. OF OCCURRENCES: ONCE PER COURSE PER EMPLOYEE

SOURCE: SF-170 (ITEM 8)

REQUIRED/OPTIONAL: REQUIRED IF COURSE AUTHORIZED.

COMPUTATION: NONE

AUTHORIZATION TO CHANGE: TRAINING OFFICER

SENSITIVITY: NONE

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: T,0

DATA DICTIONARY

NAME: TRAINING COURSE IDENTIFICATION.

DEFINITION: AN ALPHA-NUMERIC IDENTIFICATION FOR THE COURSE AS ASSIGNED BY THE SCHOOL/INSTITUTION. USUALLY FOUND IN THE SCHOOL CATALOG. IT IS ASSOCIATED WITH THE TITLE.

EDITING RULES: AN ALPHA-NUMERIC ITEM LIMITED ONLY BY THE ASCII CHARACTER SET.

SIZE: SIX (6) CHARACTERS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: NONE.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: N,O

DATA DICTIONARY

NAME: TRAINING COURSE TITLE.

DEFINITION: A SHORT PROSE STATEMENT DESCRIBING A COURSE TAKEN BY AN EPA EMPLOYEE. IT SHOULD BE AN ABBREVIATION FROM THE CATALOG OF THE AGENCY/INSTITUTION PROVIDING THE COURSE.

EDITING RULES: ALPHA-NUMERIC ITEM LIMITED TO THE ASCII CHARACTER SET.

SIZE: TWENTY-TWO (22) CHARACTERS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE

DIPS: 000 -NEW

CARD: T,22

DATA DICTIONARY

NAME: TRAINING DUTY HOURS.

DEFINITION: THE NUMBER OF COURSE HOURS THAT OCCUR WITHIN THE NORMAL (FLEX-TIME) DUTY HOURS OF THE EMPLOYEE(NORMAL DUTY HOURS ARE DEFINED TO BE 8AM THRU 5PM MONDAY THRU FRIDAY).

EDITING RULES: NUMERIC ITEM, LEADING ZEROES REQUIRED.

SIZE: FOUR (4) DIGITS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: NUMBER OF COURSE HOURS PER WEEK TIMES THE NUMBER OF WEEKS THE COURSE RAN.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,50

DATA DICTIONARY

NAME: TRAINING NON-DUTY HOURS.

DEFINITION: THE NUMBER OF COURSE HOURS THAT OCCUR DURING OFF-DUTY HOURS (OTHER THAN 8AM THRU 5PM, MONDAY THRU FRIDAY OR SUCH FLEX-TIME HOURS AN EMPLOYEE HAS SET FOR HIMSELF).

EDITING RULES: NUMERIC, LEADING ZEROES REQUIRED.

SIZE: FOUR (4) DIGITS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: NUMBER OF COURSE HOURS PER WEEK TIMES
THE NUMBER OF WEEKS THE COURSE RAN.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,54

DATA DICTIONARY

NAME: TRAINING PER DIEM COSTS.

DEFINITION: THE AMOUNT IN DOLLARS FOR THE COST OF FOOD AND LODGING INCIDENT TO AN EPA EMPLOYEE ATTENDING A TRAINING SESSION.

EDITING RULES: A NUMERIC ITEM WITH A RANGE OF VALUES OF 0000-9999, ROUNDED TO THE NEAREST WHOLE DOLLAR, LEADING ZEROES REQUIRED.

SIZE: FOUR (4) DIGITS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: SUMMATION OF ACTUAL COSTS OR DAILY RATE TIMES THE NUMBER OF DAYS THE COURSE RAN.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,37

DATA DICTIONARY

NAME: TRAINING PURPOSE.

DEFINITION: A CODED ITEM IDENTIFYING WHY AN INDIVIDUAL IS TAKING THE COURSE.

EDITING RULES: NUMERIC ITEM VALUES 1 THRU 9. LOGICAL VALUES ARE
1 = MISSION OR PROGRAM CHANGE
2 = NEW TECHNOLOGY
3 = NEW WORK ASSIGNMENT
4 = IMPROVE PRESENT PERFORMANCE
5 = MEET FUTURE STAFFING NEEDS
6 = DEVELOP UNAVAILABLE SKILLS
7 = TRADE OR CRAFT APPRENTICESHIP
8 = ORIENTATION AND
9 = ADULT BASIC EDUCATION.

SIZE: ONE (1) DIGIT.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-176

REQUIRED/OPTIONAL: REQUIRED IF COURSE TAKEN.

COMPUTATION: NONE.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.'

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,58

DATA DICTIONARY

NAME: TRAINING SOURCE.

DEFINITION: A CODED ITEM IDENTIFYING THE SOURCE CATEGORY OF THE TRAINING.

EDITING RULES: NUMERIC ITEM, VALUES OF 1 THRU 5. LOGICAL VALUES ARE DEFINED AS FOLLOWS:

1 = GOVERNMENT AGENCY
2 = GOVERNMENT-INTERAGENCY
3 = NON-GOVERNMENT-DESIGNED FOR AGENCY
4 = NON-GOVERNMENT - OFF-SHELF
5 = STATE OR LOCAL GOVERNMENT.

SIZE: ONE (1) DIGIT.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: NONE.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,63

DATA DICTIONARY

NAME: TRAINING TRAVEL COSTS.

DEFINITION: THE AMOUNT IN DOLLARS REQUIRED FOR TRANSPORTATION COSTS TO AND FROM THE SITE/LOCATION OF THE TRAINING. COSTS MAY INCLUDE MILAGE AND/OR COMMERCIAL TRANSPORTATION.

EDITING RULES: A NUMERIC ITEM WITH A RANGE OF VALUES OF 0000-9999, ROUNDED TO NEAREST WHOLE DOLLAR. LEADING ZEROES REQUIRED.

SIZE: FOUR (4) DIGITS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED:

COMPUTATION: MAY BE A SUMMATION OF DIFFERENT TYPES OF TRANSPORTATION COSTS

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,73

DATA DICTIONARY

NAME: TRAINING TYPE.

DEFINITION: A CODED ITEM IDENTIFYING THE AREA/CLASSIFICATION OF WORK TO WHICH THE TRAINING APPLIES.

EDITING RULES: A NUMERIC ITEM WITH LOGICAL VALUES OF 1000 THRU 9000. THE LEADING OR FIRST DIGIT HAS THE FOLLOWING LOGICAL DEFINITIONS:

1 = EXECUTIVE OR MANAGEMENT
2 = SUPERVISORY
3 = LEGAL,MEDICAL, SCIENTIFIC, OR ENGINEERING
4 = ADMINISTRATIVE ANALYSIS
5 = SPECIALIT Y & TECHNICAL
6 = CLERICAL
7 = TRADE OR CRAFT
8 = ORIENTATION, ADULT BASIC EDUCATION, THE TRAILING THREE DIGITS ARE NORMALLY ZEROES, BUT CAN BE USED FOR DEFINE A WORK TYPE, SUCEEDING DIGITS MAY BE LOCALLY DEFINED.

SIZE: FOUR (4) DIGITS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: NONE.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER.

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,59

DATA DICTIONARY

NAME: TRAINING/TUITION/FEES

DEFINITION: THE AMOUNT IN DOLLARS THAT MUST BE PAID TO AN INSTITUTION IN ORDER THAT A STUDENT MAY ATTEND A GIVEN COURSE.

EDITING RULES: A NUMERIC ITEM WITH A RANGE OF VALUES OF 0000-9999. ROUNDED TO THE NEAREST WHOLE DOLLAR. LEADING ZEROES REQUIRED.

SIZE: FOUR (4) DIGITS.

NO. OF OCCURRENCES: UNLIMITED

SOURCE: SF-170.

REQUIRED/OPTIONAL: REQUIRED IF COURSE ENTERED.

COMPUTATION: NONE.

AUTHORIZATION TO CHANGE: SON TRAINING OFFICER

SENSITIVITY: NONE.

RETENTION: INDEFINITE.

DIPS: 000 -NEW

CARD: T,65

DATA DICTIONARY

NAME: TYPE OF APPOINTMENT

DEFINITION: THIS ITEM IDENTIFIES THE TYPE OF APPOINTMENT HELD BY AN EMPLOYEE

EDITING RULES: NUMERIC ITEM, VALUES OF 1 THRU 9 SEE DIPS MANUAL FOR DEFINITIONS

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52

REQUIRED/OPTIONAL: REQUIRED

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 707

CARD: G,77

DATA DICTIONARY

NAME: VETERAN PREFERENCE

DEFINITION: THE ADVANTAGE GRANTED TO PREFERENCE ELIGIBLES BY THE VETERANS PREFERANCE ACT

EDITING RULES: NUMERIC ITEM, RANGE OF 1 THRU 5, LOGICAL VALUES DEFINED AS FOLLOWS:

1=NO PREFERENCE,
2=5-POINT PREFERENCE,
3=10-POINT DISABILITY PREFERENCE,
4=10-POINT COMPERSABLE DISABILITY PREFERENCE,
5=OTHER 10-POINT PREFERENCE

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-171/DD-214

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION: N/A

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 710

CARD: A,46

DATA DICTIONARY

NAME: WGI CONTROL CODE

DEFINITION: THIS CODE CONTROLS THE DATE WHEN A WAGE GRADE INCREASE IS EFFECTED

EDITING RULES: NUMERIC ITEM, VALUES 1 THRU 6 SEE DIPS MANUAL FOR CODE DEFINITION.

SIZE: ONE (1) DIGIT

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52/SF-75/FOLDER

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 101

CARD: B,21

DATA DICTIONARY

NAME: WORK SCHEDULE

DEFINITION: CODED ITEM DENOTING THE WORK SCHEDULE TO WHICH AN EMPLOYEE IS ASSIGNED

EDITING RULES: ALPHABETIC ITEM, VALUES ARE F, P, AND IG WHERE:
F=FULL-TIME,
P=PART-TIME,
I=INTERMITTENT

SIZE: ONE (1) CHARACTER

NO. OF OCCURRENCES: ONCE PER EMPLOYEE

SOURCE: SF-52 (BASED ON TYPE OF APPOINTMENT)

REQUIRED/OPTIONAL: OPTIONAL

COMPUTATION:

AUTHORIZATION TO CHANGE:

SENSITIVITY:

RETENTION:

DIPS: 715

CARD: C,30